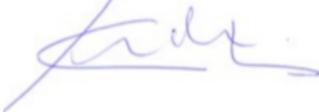


Gender Equality Plan

LINCBIOTECH SL

2022-2024

VERSION	SIGNED OFF	
1.0- November 2022	Juan Sebastián Ruiz CEO	Carlos Manuel Sande Charmain
	 4	

Introduction.....	1
Approval of GEP.....	2
Key areas	3
Actions	4
KPIs	14

Introduction

LINCBIOTECH SL (also referred to herein as the Institute) understands the importance of creating an environment in which diversity, equality and inclusion are valued and promoted. The achievement of an equality and diversity balance among our personnel contributes to excellence in research and the welfare of all those involved.

LINCBIOTECH's Gender Equality Plan serves as an instrument to achieve real equality, by incorporating equal opportunities in all the scopes of the Institute.

Approval of Gender Equality Plan

The following Gender Equality Plan was approved and signed, on November 2022 by LINCBIOTECH managing staff:

- **Juan Sebastián Ruiz** – CEO
- **Carlos Manuel Sande** – Chairman of the Board of Directors

Gender Equality Strategy and Key Priority Areas

Through the following Gender Equality Plan, LINCBIOTECH intends to implement new actions to support and promote equality and diversity, providing a broader vision to drive structural changes in this area. Actions will be used to create systematic standards for the future with the aim to achieve the integration of gender perspective at all levels of the institute.

The Gender Equality Plan intends to create long-term solutions to challenges identified within the company and provide continuity to existing efforts and initiatives already in place. The main strategy of the Institute can be summarised in two general objectives and eleven specific objectives:

General Objectives:

- Make the principle of equality a distinctive feature of LINCBIOTECH.
- Integrate the gender perspective at all levels of the organisation and in all its policies.

Specific Objectives:

- Design strategies that integrate the principle of equal opportunities into the culture of the organisation.
- Ensure equal, inclusive and non-sexist communication.
- Facilitate access to information and documentation and promote internal communication channels for the entire workforce.
- Guarantee gender-neutral selection and promotion processes, working towards a balanced presence in the different professional categories.
- Ensure the application of a remuneration policy and a neutral professional classification.
- Eliminate any provision, measure or labour practice that involves discriminatory treatment in relation to the type of contract or working day.
- Guarantee equal opportunities to, training and career development for the entire workforce.
- Become a benchmark on equality and diversity in the scientific sector.
- Carry out gender equality awareness actions for LINCBIOTECH workforce.
- Work towards an organisation of working time that favours a work-life balance.
- Ensure the application of effective policies to prevent harassment in the organisation.

Human Resources

The actions targeting human resources come about from the results of an internal assessment and the legal framework. These actions are focused on three key areas: Recruitment, Equal Pay, and Work-Life Balance.

Through the following actions, LINCBIOTECH will channel increased efforts into promoting knowledge of existing department policies and guidelines, promoting an establishing gender-sensitive approach to human resources practices. With regard to work-life balance, the focus is to promote work-life balance practices in the Institute and create awareness of the importance of a pro-conciliation leadership management model.

HUMAN RESOURCES			
Action	Main Goal	Target Audience	Time Frame
Review, update and disseminate existing recruitment policies and guidelines, assuring that the documentation has a gender sensitive approach.	Broaden knowledge of recruitment measures, policies and protocols on the part of the LINCBIOTECH community	<ul style="list-style-type: none"> •LINCBIOTECH community •Stakeholders involved in the recruitment process (Hiring Managers and Panel members involved in the process) 	November 2022
Action	Main Goal	Target Audience	Time Frame
Conduct a salary audit regarding equal pay	Ensure equal treatment and nondiscrimination among men and women with regard to pay	All those on the LINCBIOTECH payroll.	November 2022-December 2023
Action	Main Goal	Target Audience	Time Frame

Human Resources

<p>Plan and develop training actions to raise awareness of the importance of work-life balance and implement a pro-conciliation leadership management model.</p>	<p>Make work-life balance effective, enhancing an institutional culture in which the promotion and support of conciliation are highly valued</p>	<ul style="list-style-type: none"> •Middle and Top Management •Heads of Scientific and Administrative Departments 	<p>January 2023-Continuous</p>
<p>Develop a Parental Leave Guide.</p>	<p>Provide support to parents-to-be and encourage men to take parental leave.</p>	<p>LINCBIOTECH Community/Parents-to-be</p>	<p>November 2022- January 2023</p>
<p>Develop a Work-Life Balance Guide</p>	<p>Inform about the existing work-life balance measures at LINCBIOTECH.</p>	<p>LINCBIOTECH community</p>	<p>February 2023-June 2023</p>

Institutional Governance

The actions for Institutional Governance were designed to promote and enhance measures to support equal opportunities for men and women.

Actions were planned following two key areas: Promoting Career Progression and supporting the figure of the Equality and Diversity Committee.

Career Progression actions are focus in offering mentoring programs, providing leadership and decision-making skills. In addition, existing protocols related to Group Leader positions will be consolidated and disseminated in order to promote the participation of women in this role.

INSTITUTIONAL GOVERNANCE			
Action	Main Goal	Target Audience	Time Frame
Develop mentoring programmes to promote career progression.	Provide a guidance method for career progression reflecting commitment to the career development of women.	<ul style="list-style-type: none"> • Postdoctoral community • Junior Group Leaders • Chiefs of department 	November 2022- Continuous
Action	Main Goal	Target Audience	Time Frame
Consolidate and disseminate staff leader selection protocol.	Increase awareness of the protocol, its advantages,	Internal and external stakeholders involved in Group Leader selection processes	November 2022- Continuous
Action	Main Goal	Target Audience	Time Frame
Prepare an internal regulation to govern the Equality and Diversity Committee	Provide a document regulating the functioning of the Equality and Diversity Committee and the roles of its members.	<ul style="list-style-type: none"> • LINCBIO TECH community • Equality and Diversity Committee 	January 2023- July 2023

The topic of gender equality is increasingly present in the Communications department at LINCBIOTECH. Important efforts are being made to ensure that LINCBIOTECH's internal and external communications reflect diversity and gender equality.

The idea of the new communication actions implemented in the Gender Equality Plan is to enhance these efforts and provide policies and guidelines to support the implementation of a gender sensitive approach in the Institute internal and external communication plan.

INSTITUTIONAL COMMUNICATION			
Action	Main Goal	Target Audience	Time Frame
Give internal and external visibility to the new Gender Equality Plan.	Raise institutional awareness of efforts to be made in matters pertaining to equality and diversity.	<ul style="list-style-type: none"> • LINCBIOTECH community • External stakeholders 	November 2022- Continuous
Develop a checklist/guidelines for posting and checking material on the Institute's social media channels.	Provide a guide to ensure the gender sensitivity of external communication on social media platforms.	<ul style="list-style-type: none"> • Fundraising, Communication & Marketing Department • Human Resources Department • Academic Unit • Equality and Diversity Committee LINCBIOTECH community	July 2023- December 2023
Promote institutional engagement in equality and diversity topics (videos, institutional equality day, printed materials, among others).	Give greater visibility to the efforts made by LINCBIOTECH with respect to equality and diversity topics.	<ul style="list-style-type: none"> • LINCBIOTECH community • External stakeholders 	November 2022- Continuous

Research

One of the main goals of the LINCBIOTECH through the elaboration of a new Gender Equality Plan is to provide a set of tools to support and enhance the integration of gender dimension into research. New measures are planned to set the bases of internal processes to integrate and understand the importance of gender into research studies.

The Actions set in the Gender Equality plan are specially focused in providing training actions to the community of the company and to promote and monitor the participation of women.

RESEARCH			
Action	Main Goal	Target Audience	Time Frame
Training sessions on the integration of the gender dimension into research.	Understand the importance of gender dimension in research and innovation.	LINCBIOTECH community (researchers)	April 2023-Continuous
Action	Main Goal	Target Audience	Time Frame
Create and consolidate a protocol for planning and developing internal seminars, ensuring the participation of female speakers.	Assure that the speakers who give seminars are chosen considering the gender perspective.	<ul style="list-style-type: none">• LINCBIOTECH community• Fundraising, Communication & Marketing Department• Seminar organisation team• External stakeholders	January 2023-Continuous

Young Scientist

To support the evolution of scientific careers with a gender perspective, the actions for “young scientist/employees” pretend to provide tools through training actions, to provide a context of the commitment of the institute with equality and diversity. These training actions will provide information of the existing measures the institute has in regards to equality and diversity such as the existence of an Equality and Diversity Committee, mentoring programs, measures in integrating gender dimensions into research and innovation, among other.

Y O U N G S C I E N T I S T S / E M P L O Y E E S			
Action	Main Goal	Target Audience	Time Frame
Reinforce equality and diversity topics in onboarding sessions.	Give all newcomers a general overview of efforts made at LINCBIOTECH in matters pertaining to equality and diversity.	All newcomers	November 2022-Continuous
Action	Main Goal	Target Audience	Time Frame
Integrate gender perspective training in transversal training programme.	Include a mandatory course to inform about existing initiatives addressing equality and diversity.	All newcomers	September 2023-June 2024

Sexual and Gender Harassment

LINCBIOTECH has a strong commitment in creating an inclusive and safe workplace. To support this, LINCBIOTECH has set up a protocol for dealing with, preventing and eradicating workplace harassment.

Actions to offset these situations have been included in the Gender Equality Plan. The actions are focused on two main areas: training, and reviewing and disseminating existing protocols and documentation to provide and support a safe environment in the LINCBIOTECH.

SEXUAL AND GENDER HARASSMENT			
Action	Main Goal	Target Audience	Time Frame
Develop internal training on Sexual & Gender Harassment	Increase awareness and capacity to prevent and recognise sexual and gender harassment.	<ul style="list-style-type: none"> • Health and Safety Unit • Equality and Diversity Committee • Human Resources Department 	March 2023- Continuous
Action	Main Goal	Target Audience	Time Frame
Review and update protocol on Sexual Harassment.	Prevent and eradicate behaviours related to sexual and gender harassment.	LINCBIOTECH community	November 2022- January 2023

Main Key Performance Indicators

The LINCBIOTECH, through the actions and involvement of the Equality and Diversity Committee has taken a broader approach from a binary perspective to equality towards a more intersectional approach, taking into account other aspects that converge and influence gender equality, such as social class, ethnicity, the existence of disability, and sexual or gender orientation, among others.

The actions for the intersectionality topic will be based in training actions and awareness campaigns. The objectives of these actions will be to provide a better knowledge of intersectionality topics to members of the Equality Commission and Equality and diversity Committee and to provide a better overall perspective of intersectionality topics to the LINCBIOTECH Community.

INTERSECTIONALITY			
Action	Main Goal	Target Audience	Time Frame
Develop awareness campaigns on Intersectionality.	Construct a critical perspective on intersectional topics, providing the grounds to rethink everyday practices.	<ul style="list-style-type: none"> Equality and Diversity Committee LINCBIOTECH Community 	January 2023-Continuous
Action	Main Goal	Target Audience	Time Frame
Organise an advance training session on gender and diversity topics for members of the Equality Commission.	Provide an advance perspective on the concept of equality and diversity.	<ul style="list-style-type: none"> Equality Commission Equality and Diversity Committee 	January 2023-July 2024

Main Key Performance Indicators

KPI	Means of verification	Objective	Time Frame
Equal salary for same job category for all LINCBIOTECH's employees	Summary of payrolls.	<ul style="list-style-type: none"> No significant deviations between salaries for the same job category 	January 2023-Continuous
Regular seminars on gender equality aspects for newcomers and new employees.	Documents supporting seminars.	<ul style="list-style-type: none"> At least two per year 	December 2022-Continuous
Revised hiring and career promoting protocols.	Protocols revised	<ul style="list-style-type: none"> Protocols available for all employees in the internal communication systems of the company 	December 2023
Number of campaigns promoting equality	Campaigns documentation available	<ul style="list-style-type: none"> 1 campaign in two years 	December 2024
Harassment protocol in place	Protocol available	<ul style="list-style-type: none"> Protocols available for all employees in the internal communication systems of the company 	December 2022-Continuous
Improved methods for conciliation	Protocol revised to ensure conciliation in the working environment	<ul style="list-style-type: none"> A revised protocol available 	December 2022-Continuous