



EQUALITY PLAN

Entidad Maya S. L

2021 - 2025

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LEGAL BASIS:

This equality plan is established with the aim of advancing the objective of integrating equal treatment and opportunities between women and men in our organisation. Maya is not obliged to draw up such a plan, but it is the company's desire to implement it on a voluntary basis, given our interest in working for equal opportunities between women and men, avoiding any discrimination that may arise on the basis of sex, thus avoiding unnecessary conflicts. We are guided by the following legislative frameworks:

- International and EU regulations:
 - o CEDAW 1981: Convention on the Elimination of All Forms of Discrimination against Women.
- Derived Community law:
 - o Directive 75/117/EC on the approximation of laws on equal pay for male and female workers.
 - o 76/2007/EEC: On the implementation of the principle of equal treatment between men and women in access to employment, vocational training and promotion, and working conditions.
- National legislation:
 - o Spanish Constitution
 - o Article 9.2 C. E: It is the responsibility of the public authorities to promote conditions that ensure that the freedom and equality of citizens and the groups to which they belong are real and effective, removing any obstacles that prevent or hinder their full realisation.
 - o Organic Law 3/2007 of 22 March on effective equality for women.
 - Article 17.5 TRET on the establishment of equality plans based on the guidelines set out in the Organic Law for the effective equality of women and men.
 - Article 64.13 TRET on its competence to collaborate with company management in the establishment and implementation of work-life balance measures.
 - o RD Law 6/2019, of 1 March, on urgent measures to guarantee equal treatment and opportunities between men and women in employment and occupation.
 - o Agreement on effective equality between women and men at work, of 30 July 2020.
 - o RD 902/2020, of 13 October, on equal pay for women and men, and RD 901/2020, of 13 October, regulating equality plans and their registration and amending Royal Decree 713/2010, of 28 May, on the registration and filing of collective labour agreements and agreements.
- Autonomous Community:
 - Law 9/2003 of 2 April of the Valencian Government, on equality between men and women.
 - Decree 133/2007 of 27 July, of the Regional Government, on conditions and requirements for the approval of Equality Plans for companies in the Valencian Community.

DIAGNOSTIC REPORT:

After carrying out the diagnosis, we believe it is important to comment on the following results.

DIAGNOSIS:

Technical details:

Name or company name	Entidad Maya SL
Legal form	Limited company
Activity	Manufacture of plastic products
Province	Valencia
Municipality	Ontinyent
Tel	96.238.90.59
Email	marian@grupomaya.es
Website	www.grupomaya.es/
Diagnostic collection:	21/01/2021
Report completion date:	15/04/2021
Date of delivery to the Women's Institute:	22/04/2021
Contact	Marian Bonías

Entidad Maya is a family-run SME founded in 1991 by Antonio Bonías, with over 25 years' experience in the domestic and professional cleaning sector. It is currently managed by the second generation, siblings José Antonio, Marian and Miguel Bonías. José Antonio focuses on product innovation, manufacturing and logistics, while Marian focuses on team management, commercial strategy and communication. Miguel coordinates production and warehousing.

The company is still small, with an average workforce of 47 people, and manufactures plastic products for domestic hygiene.

Entidad Maya is growing exponentially, finding its niche in the market thanks to the development of its domestic hygiene line based on the circular economy, which is unique in the market and places it at the forefront for all customers who want sustainable products. At the same time, Maya continues to develop new products through its R&D&I department and to forge international alliances.

Entidad Maya's mission is to offer its customers domestic and professional hygiene products that adapt to their needs at all times, innovating so that the products stand out for their design, quality and price.

Its vision is to offer solutions (products and services) that anticipate professional hygiene needs and transfer this knowledge and experience to improve domestic hygiene products.

Through Corporate Social Responsibility, the company pursues excellence as a brand strategy associated with innovation, quality and design, but always aligned with business sustainability, taking into account environmental and social parameters in everything it does.

REPORT DATA:

- The company is gender-balanced, with 42.22% of employees being women and 57.78% men.
- There is some horizontal segregation of men in relation to unskilled jobs, where we find a higher number of men. However, there is some vertical segregation in favour of women in positions and categories of greater responsibility, with management and middle management positions shared equally between both sexes and women outnumbering men in the category of skilled personnel (17.78%). Conversely, among unskilled personnel, men outnumber women, with 33.33% in the Production and Logistics departments, compared to 13.33% of female personnel.

Regarding male or female overqualification: we find that there are no major differences, with secondary and university education in middle management and qualified personnel being similar for both sexes, and primary and secondary education profiles for unqualified personnel, with a higher percentage of primary education among men (17.77%) compared to women (4.44%), partly related to the lower number of women in these departments (production and logistics).

ANALYSIS BY AREA:

1.- ACCESS TO EMPLOYMENT

The selection processes are determined by the company's need to fill a vacancy, with the general rule being:

- To meet production needs
- For replacements and retirements
- For the creation of new departments.

Internal promotion is always prioritised and encouraged, therefore the usual procedure for searching for candidates begins with internal communication via email (using the Connectif platform). Offices are notified by email, and logistics and production are notified via the notice board for staff information in these two departments.

The recruitment system is as follows

- Internal announcement via email using the Connectif platform, giving preference to internal staff and people on the payroll who can fill the vacant professional profile.
- Company notice board with vacancies on offer.
- Use of the **LinkedIn** professional network
- Through the corporate website with a section for sending CVs, which we keep on file and review when the need for recruitment arises and cannot be covered by our own staff.

The HR manager is responsible for requesting new staff. They first communicate with the department heads to discuss the needs, whether due to an increase in production, a replacement or new tasks arising from the creation of a new position. The profile is determined by the area of knowledge required in the destination department and is agreed upon by the department heads and HR management.

The HR department is involved in the personal interview, although in some cases the product management and department manager may also be involved, depending on the profile and the specific area where the new profile is to be incorporated. The final decision is made by the management, which has all the information about the requirements of the position and the skills of the potential candidate for the job offered.

There are no internal or external barriers to the incorporation of women into the company, but there are certain positions or sectors that are historically and socially male-dominated, so although the offer is open to both genders, the profiles received by the company tend to be more male, in positions such as production or logistics. The same thing happens, but in reverse, in administrative positions, where the offer is made without distinction of gender, but more female than male candidates apply.

2.- PROFESSIONAL CLASSIFICATION

Two collective agreements coexist at Grupo Maya:

1.- Collective agreement for various commercial activities in the CV

Article 8. Recruitment Within the framework of employment policies aimed at improving the quality and employability of the labour market and with the aim of promoting access to it for certain groups with greater difficulties in finding employment, as well as in accordance with the provisions of Article 43 of Organic Law 3/2007, of 22 March, on effective equality between women and men, the negotiating parties to this agreement agree to establish as a priority the promotion of the recruitment of young people, women, workers over 45 years of age and the long-term unemployed.

Article 32. Equal opportunities between men and women Companies are obliged to respect equal treatment and opportunities in the workplace and, to this end, must adopt measures aimed at preventing any type of discrimination between men and women in the workplace. To this end, and in compliance with Organic Law 3/2007 on effective equality between women and men, within one month of the signing of this collective agreement, the companies obliged to do so shall set up an Equality Committee to draw up an Equality Plan, which shall be negotiated in accordance with the criteria established in the aforementioned Organic Law.

2.- Collective labour agreement for the plastic processing industry.

Chapter XII Equal opportunities

Article 76 General principles The organisations signing this agreement, both trade unions and employers, understand that it is necessary to establish a general regulatory framework for intervention at sectoral level to ensure that the fundamental right to equal treatment and opportunities between men and women at work is real and effective. Therefore, bearing in mind the role of the plastics industry as a committed and advanced sector in the development of equality policies, they agree that companies with more than 100 employees, regardless of whether they have one or more workplaces, shall draw up equality plans to guarantee the above. Establishment of guidelines for the preparation, structure and procedure for drawing up "equality plans" in companies.

This agreement also adds, in Annex III, a protocol for action in situations of workplace harassment, sexual harassment or gender-based harassment, which is the basis for our protocol for action in situations of harassment for all staff.

3.- PROFESSIONAL TRAINING:

Training analysis:

In terms of training, 55.54% of women and 44.43% of men have been trained, both in training directly related to their job and in cross-cutting training. All professional categories have participated in the training: management, middle management, qualified personnel and unqualified personnel. 80% of the workforce received training in 2020.

Although training for each job is largely determined at the outset by the duties to be performed, it has been considered necessary to have a training plan that includes cross-cutting training for all staff in line with the company's policy of improving the working environment, CSR and sustainability.

Maya designs a Training Plan every year, which is drawn up by the HR department. This Plan goes through several phases:

- Identification of training needs for existing or new business areas by the Business Development Department and the Human Resources and Organisation Department.
- Questionnaire to the staff to identify training needs related to the job, carried out by the entire staff.
- Identification of training needs related to the corporate sustainability strategy by the Sustainability Department.

The training activities usually offered are: generic, cross-cutting and technical specialisation. The following training courses were held in 2020:

Type of training	Women	%	Men	%	Total
Technical specialisation	3	100.00	0	0	3
Career development					
General training (1)	1	1	6	85.71	7
Cross-cutting (2) Equality	7	63.6	4	3	11
Other: SDGs and the 2030 Agenda	9	60	6	40	15
TOTAL	20		16		36

Training opportunities are advertised by the HR department, which distributes them to the rest of the staff.

Courses are held during working hours to facilitate attendance and promote work-life balance.

3.-PROFESSIONAL PROMOTION:

Internal promotions are based on employee performance and their ability to take on new responsibilities within the company. Before launching an external selection process, we always analyse whether there is someone within the organisation who, based on their performance,

attitude and aptitude, could fill the new position. We therefore prioritise promoting current staff whenever possible. Subsequently, the company's Management Department analyses the different promotion options available to the internal candidate with the corresponding improvements.

As mentioned above, there are cases of promotion, either through a higher category or position of greater responsibility, or through the creation of a new department, given that the internal profile is suited to the position.

The requirements taken into account when promoting a person are as follows:

- ✓ Having the aptitudes for promotion
- ✓ The new skills and abilities acquired for the position being promoted are appropriate, after receiving additional training.
- ✓ Their promotion will increase their productivity and well-being at work.

The assessment carried out to offer internal promotion is based on a daily evaluation, which rewards above all the attitude towards new challenges and involvement in the future project of Grupo Maya and the company culture.

The following are involved in the internal promotion decision-making process: Management and the department head, if applicable. This year, there have been two cases in which the department head has been involved in the promotion of a member of their team:

- 1.- From Purchasing Manager to Production Manager
- 2.- From Professional Hygiene Sales Manager to Domestic Hygiene Sales Manager

5. WORKING CONDITIONS

Gender balance:

- The percentage of women and men at Maya is similar. The company has gender parity, with 42.22% women and 57.78% men.

Type of contracts

GENDER	NUMBER OF EMPLOYEES	TYPE OF CONTRACT		TYPE OF CONTRACT	
		PERMANENT Full-time	TEMPORARY Full-time	UNDEFINED Full-time transformation	INDEFINITE Full disability
Male	26	15	3	6	1
Female	19	10	3	5	0
% Male	57.78	33.33	50	13	2.22
% Female	42.22	22.20	50.00	11.11	0
Difference	15.56	11.11	0	2.22	2.22

In terms of hiring, the types of contracts are very similar, with the difference being in the number of women, who actually make up 42.22% of the total workforce, 22.20% of whom have permanent contracts, with 52.62% of all women having permanent full-time contracts. In the case of men, who make up 57.78% of the total workforce, 57.68% are on permanent contracts, a difference of 5.06% compared to women. Without segregation by gender, permanent full-time contracts predominate in the workforce.

In the case of permanent contracts for disability, there are only two people, one full-time permanent contract and another full-time permanent contract for transformation and disability.

- There is only one part-time permanent contract, requested by a woman for family reasons with dependent children, and a percentage of active retirement contracts for the managing director.
- In general, the majority of the workforce has a permanent contract, 55.08%, which, when added to the permanent contracts for disability and conversion, makes a total of 80% of the total workforce with a permanent full-time contract.
- The working day is similar for both sexes with no significant differences, with two reduced working days: one woman for childcare and another woman who has chosen a 6-hour working day.

GENDER	NUMBER OF EMPLOYEES	TYPE OF WORKING DAY	
		FULL	PART-TIME
Male	26	22	0
Female	19	17	2
% Male	57.78	48.88	0
% Female	42.22	37.77	10
Difference	15.5	11.11	0

Level of education

Maya presents the following situation with the following levels of education:

- o 1.- No education
- o 2.- Primary: EGB, ESO or similar
- o 3.- Secondary education: BUP, Baccalaureate, vocational training or similar
- o 4.- University: Diploma, Bachelor's degree or Degree.

CATEGORY	MEN	WOMEN	% MEN	% WOMEN	DIFFERENCE
UNIVERSITY STUDIES	8	7	17	15.55	2
SECONDARY EDUCATION	8	10	17.77	22.22	4.45
PRIMARY EDUCATION	10	2	17.77	4.44	13

There are no uneducated people on the staff, with the highest number of staff members having secondary education, specifically 40% of the staff. There are no significant differences between genders in terms of qualifications, with a 15.66% difference between men and women in the workforce. The difference in terms of university education is 2.22% in favour of men, which is not significant precisely because it is related to the percentage of women. In secondary education, there is a 4.45% difference in favour of women, and the greatest difference between the sexes is in primary education, with 13.33% more men than women. Therefore, the level of university and secondary education among women is slightly higher than among men, while in primary education there are more men.

Generational diversity:

GENDER	AGE			
	< 25 YEARS	25 - 29 YEARS	30 - 45	46 and older
Male	0	3	17	6
Female	0	3	9	7
TOTAL	0	6	26	1
% Male	0	6.66	37	13
% Female	0	6.66	20	15.55
DIFFERENCE	0	0	17.77	2.22

As can be seen, the largest segment of Maya's workforce is between 30 and 45 years old, people of both sexes who started at the company and continue with stable contracts. Maya's policy is to permanently retain anyone who adapts to the work system, believes in the company culture and wishes to continue being part of the team. In fact, the next largest age group is 46 years and older, consisting of employees with many years of service at the company.

However, the latest hires are in the 25 to 29 age range, with the development of new departments. The organisation is committed to generating synergies between the younger and older generations. Younger staff bring new knowledge and older people bring experience in the workplace. On the other hand, the company is committed to the younger generations, giving them job opportunities in line with their expectations.

Staff stability:

	≤ 6 months	6 months-1 year	1-3 years	3-5 years	6-10 years	>10 years
Male	4	1	6	5	8	2
Female	5	2	4	5	2	1
Total	9	3	10	10	10	3
% Male	8.88	2.22	13	11	66.67	60
% Female	11.11	4.44	8.88	11	33	40
DIFFERENCE	2.23	2.22	4.45	0	33.34	2

As can be seen, this is a rapidly growing company that is hiring new staff. In the last six months, nine people have joined the workforce, but at the same time, we see a very stable workforce over time, with the largest number of employees in the 1-3, 3-5 and 6-10 year categories. New hires show a trend towards hiring more women, exceeding 2.2% of male hires. The gender differences between 1 and 5 years are very low.

In terms of new hires and departures, eight women and five men have joined the workforce, while four women and two men have left.

Of the new hires, five of the eight women were hired on temporary full-time contracts and three on permanent full-time contracts. Of the men hired, three were hired on temporary full-time contracts and two on permanent full-time contracts. The professional category of female hires exceeds that of men.

Family responsibilities:

Currently, 41.6% of the workforce has no dependent family members, either because they do not have children or, in most cases, because their children are already grown up and have left home. Of the 21.16% of the workforce who have children aged between 0 and 6, there are seven people on the staff. On the other hand, there is one male employee and one female employee who have dependents in their care.

GENDER	No dependent children	With dependent children	With dependent children with disabilities	With dependents
Male	17	9	0	1
Female	6	13	0	1
Total	23	22	0	2
% Male	37.77	20	0	2.22
% Female	13.33	28.88	0	2.22
Difference	24.44	8.88	0	0

The table shows that women have a higher percentage of family responsibilities. No member of staff has dependent children, and two people of both sexes have dependents, specifically elderly people.

By number of children, the results show that, among staff with family responsibilities, those with two children are in the majority, with 2.22% more women than men.

No. of children	Women	Percentage	Men	Percentage	Total
1	5	11.11	2	4.44	7
2	7	15.55	6	13.33	13
3 or more	1	2.22	1	2.22	2
Total	13		9		2

6.- WORK-LIFE BALANCE AND JOINT RESPONSIBILITY:

The company analysed the possibilities for working hours, taking into account the work-life balance and reducing lunch breaks to half an hour, thus working intensively in a similar way to other European countries. This resulted in a working day from 8 a.m. to 4.30 p.m., with a shorter working day from 8 a.m. to 3 p.m. during the summer months. Currently, employees also have the option of working from 8 a.m. to 4 p.m. or from 8 a.m. to 4.30 p.m. (if they eat at the office).

As part of the mechanisms to help organise working time and promote a better work-life balance, the company contributes with the following measures:

- ✓ Reduced working hours for family reasons
- ✓ Flexible working hours
- ✓ Working hours coinciding with school hours
- ✓ Telework
- ✓ Intensive working hours with a lunch break

There are two women with working hours of less than 8 hours per day: one woman has reduced working hours to care for a child and works from 9 a.m. to 1 p.m., and another woman works a 6-hour day from 9 a.m. to 3 p.m. by her own choice.

During the summer months, the staff works intensive hours.

7.- UNDER-REPRESENTATION

The areas where women are most represented in Grupo Maya are:

- Administration Department
- Communications Department
- Sustainability and R&D&I Department

On the other hand, the areas where they have the lowest presence in our organisation are:

- Production and Logistics Department
- Commercial Department

These results are believed to be mainly due to the fact that when a job offer is posted in these areas, it is easier to find female candidates than male candidates. The company is committed to equal opportunities, but it has to adapt to the profiles it finds. In general, female profiles are found in most cases in the departments described above, while there are fewer women in departments such as sales and, above all, production. This is probably because these professions are still highly segregated in today's society, and although the company offers equal opportunities, it is difficult to find women in these professional profiles.

Grupo Maya remains committed to the participation and empowerment of women in these currently male-dominated departments, while also promoting access for male staff in areas where there are more female employees, thereby achieving gender balance across all departments. The company believes that this is enriching and positive, and that it strengthens the company and its working environment.

8.- REMUNERATION

Salary analysis:

The salary policy is determined by the provisions of the collective agreement. In this case, there are two different collective agreements in the company, which is why there are differences in this regard.

There are four levels with salary ranges defined for each level, with the lowest salaries being for reduced working hours for childcare. There are various incentives and bonuses.

- Productivity bonus: the company applies voluntary supplements to staff who have demonstrated commitment and continuous effort throughout the year.
- Target bonuses: for middle managers, these are annual, and for sales staff, they are quarterly.

There are four salary bands within the workforce related to the job position: management, department heads, qualified staff and, finally, operators and administrative staff.

Level	Position responsibility	Gross salary range	Position
A	Management	5,000-10,000	Management
B	Department heads	2,000-5,000	Department heads
C	Qualified staff	1,500-1,900	Qualified staff
D	Operators/Administrative staff	1,300-1,600	Operators/Administrative staff

➤ SALARY RANGES WITHOUT EXTRA PAY

Gender	Salary bands without extra compensation						
	€7,201-12,000	€12,001-14,000	€14,001-18,000	€18,001-24,000	€24,001-30,000	€30,001-€36,000	>€36,000
Male	0	0	12	9	1	2	2
Female	1	0	11	5	0	1	1
Total	1	0	23	14	1	3	3
% Male	0	0	26.66	20	2	4	4.44
% Female	2.22	0	24.44	11.11	0	2.22	2.22
Difference	2.22	0	2.22	8.89	2.22	2.22	2.2

The person with the lowest salary is due to being employed on a reduced part-time basis, requested for childcare. In other cases, there are differences because they are covered by a different collective agreement, which explains the variations within the same level. Most of the staff are in the €14,001-18,000 and €18,001-24,000 brackets. The differences between genders are due to the number of women in these brackets and their professional category, but salaries are equal for the same category. In the following brackets, there are no major differences: between €24,001 and €30,000, 60% are women, and between €30,001 and €36,000, they account for 50%. There is a 2.22% difference between genders in all brackets, except in the €18,001-24,000 bracket, where it increases to 8.89%, with a higher percentage of male staff in this bracket.

Finally, in the bracket above €36,000, there are actually two management positions held by a woman and a man, and a third who receives a Group A salary, although his professional category is Group D. This is because he is part of the family business and this has been agreed by the family, with his sister and brother holding management positions, earning similar salaries with a difference of £21,000 gross compared to his brother employed as a mechanic, given that the management responsibility is greater.

➤ SALARY BANDS WITH EXTRA-SALARY COMPENSATION

There are currently two models of extra-salary compensation:

1.- Sales targets in the Sales Department, which are currently set as a percentage increase in sales and are remunerated according to the profitability threshold of each division.

2.- For productivity, in which middle managers set annual targets where they assess the skills of each person on their team and set a quantitative target. Moving up the company's organisational chart, management sets similar targets for middle managers, which are quantified in the same way as productivity bonuses. There are two ways to increase salaries:

1.- Promotion: when an employee has demonstrated efficiency, teamwork and consistency, they are rewarded with a promotion and a salary increase because they move up to another salary bracket.

2.-Bonuses and incentives: for productivity or objectives

Gender		Salary bands with extra salary compensation						
		7201-12000	€12,001-14,000	€14,001-18,000	€18,001-24,000	€24,001-30,000	€30,001-36,000	>€36,000
Male		0	0	13	5	4	0	4
Female		1	0	10	5	1	0	2
Total		1	0	23	10	5	0	6
% Male		0	0	2	11	8.88	0	8
% Female		2.22	0	22.22	11.11	2.22	0	4.44
Difference		2.22	0	6.33	0	6.66	0	4.44

The brackets 14,001-18,000 and 24,001-30,000 are equalised at 6.33% and 6.66% respectively, with no difference in the 18,001-24,000 bracket, and the bracket above 36,000 is doubled for both men and women. The bonuses received by staff by gender and hierarchy are as follows:

By objectives: 4 men and 1 woman; there are no other women in this department, so it is completely equal; this can be seen in the €30,001-36,000 bracket, which is empty, and there is one more woman in the bracket above €36,000. The commercial objectives are higher than the productivity bonuses, so the differences are greater.

By productivity: 4 women and 2 men receive productivity bonuses, of which 2 women are middle managers and 2 are qualified staff, and in the case of men, none belong to middle management, there are qualified and unqualified staff.

9.- PREVENTION OF SEXUAL HARASSMENT:

The organisation has a protocol for dealing with all types of harassment: "Protocol against sexual, gender or workplace harassment". This protocol applies to all staff members. In fact, there are two collective agreements in force in the company, and one of them expressly refers to this protocol. As this protocol is more restrictive, the entire workforce is covered by it for both collective agreements.

This Procedure Manual is available to all staff members and can be found in the Human Resources Department.

The aforementioned protocol has been communicated via internal email and the notice board.

A qualitative study on harassment in the company is planned for 2021, on an anonymous basis. The results will be delivered to the HR manager, who will report them to the Management.

10.-OTHER AREAS

COMMUNICATION:

At least once a week, the director holds a face-to-face meeting with the staff. These meetings take place every Monday during working hours. Incidents, pending activities, and roles and responsibilities are communicated at these meetings.

The communication channels normally used are as follows:

- ✓ Meetings
- ✓ Presentations to staff
- ✓ Internal email
- ✓ Notice board
- ✓ Information gathering questionnaires
- ✓ Publications
- ✓ Suggestion box

Weekly management meetings are held with department heads. These meetings are used to communicate incidents, pending activities, management of ongoing projects and new guidelines.

At the end of the year, a communication and awareness campaign was carried out on two specific topics:

- The **Sustainable Development Goals** set by the 2030 Agenda and Maya's key SDGs. At the same time, a training course was held and information was posted on the corporate website about the SDGs being worked on by Grupo Maya and the corporate sustainability strategy.
- Similarly, staff training was provided on **equal opportunities**, while the preparation of the Equality Plan was communicated both on social media and through internal communications from management to all staff.

We believe that the company's image, both externally and internally, conveys the values of equal opportunities between women and men through the following actions:

- ✓ Access to employment: ensuring that no one can be discriminated against on the basis of sex or gender in access to work.
- ✓ Promotion: promoting staff within the company according to criteria of equal opportunities, neutrality and transparency.
- ✓ Training: promoting training on equality for all employees, respecting the principle of equal treatment and opportunities.
- ✓ Equal pay: equal pay for work of equal value; for the same work or for work of equal value, there is no direct or indirect discrimination on the basis of sex.
- ✓ Protocol for the prevention of sexual harassment
- ✓ Equal work-life balance for women and men.
- ✓ Use of non-sexist language in internal and external communications

Staff communication with the company is carried out through:

- Email
- Telephone
- Meetings

✓ **CONCLUSIONS**

- ✓ The assessment has highlighted the main areas that need to be addressed in order to achieve real and effective equality of opportunity between women and men. Various actions have been proposed to achieve this objective.
- ✓ The first step has been to draw up this Equality Plan on a voluntary basis, as a sign of the company's commitment to the principles of equal treatment and opportunities and non-discrimination. The organisation believes in integrating equality into the company culture, something that had already been done informally, and considers that the drafting of this Equality Plan will facilitate the evaluation of the actions to be carried out under the Equality Plan.
- ✓ Evaluation and communication mechanisms will be maintained for management and staff, and a schedule of actions and a forecast of resources for the planned actions will be followed, in line with the actions and objectives set out in each area of action.
- ✓ New staff have been recruited under the new selection procedures. Candidates of both sexes applied for the positions and, based on merit, profiles of both sexes have been recruited in different departments.
- ✓ Initial training on equal opportunities has been provided to part of the staff, but training will continue until the entire staff has been trained.
- ✓ Mandatory training will be provided during working hours.

- ✓ To improve communication, weekly meetings with department heads are proposed to discuss departmental management issues.
- ✓ Maya has made the Harassment Protocol available to the staff.
- ✓ Positions of greater responsibility are held equally by women and men.
- ✓ Management is trained in equality in the workplace.
- ✓ A person is appointed to be responsible for the implementation and evaluation of the Equality Plan.
- ✓ We work from a perspective of social responsibility and, therefore, when drafting the sustainability report, special attention will be paid to the people who make up Maya's team, seeking actions to promote cohesion and equality among the workforce.
- ✓ In this way, measures are established to promote equal opportunities in the following areas: Access to employment, joint responsibility and work-life balance, professional classification and training, remuneration and remuneration audit, and occupational health. The results of **the SWOT analysis** will be used to determine the objectives to be achieved and the actions to be taken.

SWOT ANALYSIS

WEAKNESSES	STRENGTHS
Female-dominated or male-dominated positions	Underrepresented candidates are favoured by using inclusive language, ensuring equality
Risk of bias in professional classification	Review of job descriptions
Equality awareness training for some staff	Staff training on equality
Internal promotion is not standardised	Internal promotion has been prioritised
Standardised working conditions	Working hours that allow for work-life balance throughout the year
Lack of information regarding work-life balance and shared responsibility	Awareness of the organisation in promoting measures
Under-represented jobs	Correcting underrepresentation
Possible pay biases	Assessment of equal pay structure
Lack of awareness of the harassment protocol	Information on harassment protocol
Lack of an equality plan	Integration of the Equality Plan into CSR
Unconscious gender bias in communication and language	Guarantee of an inclusive company

PLAN OBJECTIVES:

The overall objective of the Equality Plan is to integrate real equality of opportunity in the treatment of women and men through the development of measures aimed at achieving the following specific objectives.

1. To promote the principle of equal treatment between women and men at Entidad Maya, guaranteeing the same professional opportunities and promoting a balanced presence of women and men at all levels of the company.
2. To promote the principle of equality in the professional classification system.
3. Ensure training on equality for all staff in order to integrate awareness into the company culture.
4. Promote neutrality and standardisation in the organisation's internal promotion processes.
5. Improve working conditions for staff with non-standardised measures that promote an equal working environment.
6. Ensure that there is no direct or indirect discrimination within the organisation.
on the grounds of sex and especially those arising from family obligations, promoting awareness among staff in the distribution of responsibilities and evaluating measures to improve the work-life balance of company personnel.
7. Take positive action to fill positions in the company where women or men are under-represented, with the aim of balancing the presence of women and men in accordance with the principles of equality, merit and ability.
8. Ensure the application of the principle of equal pay for work of equal value.
9. Guarantee a safe working environment free from any situation of sexual or gender-based harassment.
10. Promote communication actions that convey an image of an inclusive company, using neutral communication and inclusive language.

EQUALITY PLAN ACTION SHEETS:

AREA TO BE DEVELOPED: ACCESS TO EMPLOYMENT

General objective: Balanced presence of women and men at all levels of the company

Action: Create recruitment methods to disseminate job offers, including as a selection criterion the preference for the under-represented sex when equal merit and abilities are present.

Action plan:

- **Activities:** Develop a series of measures to include equal opportunities in recruitment and selection:
 - o Job description: use of grammatical genders and neutral language, describing objective criteria.
 - o Dissemination of job offers: use of neutral language that includes both women and men, detailing only the essential requirements and the commitment to equality.
 - o Choice of selection channels: ensuring that information on the vacancy is accessible to both women and men.
 - o Assessment of applications: these will be based on the experience and training of the candidate, without any other requirements, avoiding preconceived ideas about the candidates.
 - o Interview and selection tests: the impartiality of the process will be guaranteed in terms of gender, with the requirements, skills and professional competencies being related to the position.
- **Target audience:** Future candidates for positions offered by Entidad Maya
- **Methodology:** The offers published through different channels will be monitored and the same offer must appear on at least two different communication channels.
- **Resources:**
 - o Human: Management and Communications Department
 - o Materials: Report. Database for calculations.
 - o Financial: hours spent on dissemination tasks
- **Timing of the activity:** this activity will be carried out whenever there is a vacancy at Maya, within the time frame 2021-2025. Review in the last 2 months of the year.
- **Evaluation indicators:** the following will be used as indicators: total number of selection processes carried out, number and percentage broken down by gender of: applications submitted, participants in the selection process and staff recruited.
- **Timing of the evaluation:** the measures will be evaluated annually, so that, with the data obtained, we can assess whether the measures adopted are achieving their objective.

AREA TO BE DEVELOPED: PROFESSIONAL CLASSIFICATION

General objective: To promote the principle of equality in the professional classification system.

Action: Make the necessary adjustments to the professional classification to bring the categories into line with the tasks performed.

Action plan:

- Activities: Review the organisational chart and hierarchical levels, evaluating the suitability of the categories in relation to the tasks assigned.
- Target audience: All staff in the professional classification
- Methodology: We will check that the definition of profiles and positions has been updated to include

Resources:

- Human: HR Department and Equality Trainer.
- Materials: Software for creating databases to carry out the necessary reviews.
- Financial: costs of the hours spent reviewing the organisational chart, hierarchical level and suitability for professional categories.

Activity schedule: The updating and definition of profiles and positions will be carried out every 6 months and training will be annual and during working hours.

Evaluation indicators:

- Number of measures proposed and implemented
- Verification of the degree of progress of the professional classification review
- Adjustments made

AREA TO BE DEVELOPED: **TRAINING**

General objective: To guarantee training on equality for all staff in order to integrate awareness into the company culture

Action: Review of staff who have not yet received training on equality and assessment of whether those who have already been trained need more specific training to be applied in their department

Action plan:

- Activities: Review of staff not trained in equality and assessment of possible specific training for certain individuals or departments.
- Target audience: People who have not yet been trained and potential candidates for further training on equality.
- Methodology: We will check which staff members were trained under the 2020 Training Plan and draw up a list of those who need to be trained during the term of the Equality Plan.

Resources:

- Human: HR Department and Equality Trainer.
- Materials: Those required for training on equality and databases for carrying out the necessary reviews.
- Financial: costs of training on equality and hours spent reviewing the 2020 Training Plan.

Timing of the activity: The review of training objectives will be carried out annually at the end of the year, with a forecast of training activities for the following year.

Assessment indicators:

- Number of people trained in equality
- Verification of whether any people require further training on equality issues in order to work on the implementation of the Equality Plan
- Number and percentage of employees who have received training on equality, broken down by gender.

AREA TO BE DEVELOPED: **PROMOTION**

General objective: To promote neutrality and standardisation in the organisation's internal promotion processes.

Action: Establishment of fully standardised career paths

Action plan:

- Activities: Preparation of standardised questionnaires using neutral and inclusive language.
- Target audience: All staff members who wish to participate in internal promotion processes.
- Methodology: Review of the organisational chart with new staff additions, planning of job requirements, preparation of standardised questionnaires and communication of promotion proposals. This process ensures impartiality in the process.

Resources:

- Human: HR department.
- Materials: Office software package for completing the questionnaires, as well as verification reports and results.
- Financial: Hours spent on the entire promotion process, including proposed modifications.

Activity schedule: Promotion objectives will be reviewed every six months.

Evaluation indicators:

- Number of people promoted who belong to the workforce
- Number and percentage of employees who have been promoted, broken down by gender.
- Professional categories where promotions have been made, broken down by gender.

AREA TO BE DEVELOPED: **WORKING CONDITIONS**

General objective: To improve the working conditions of the workforce with non-standardised actions that promote an equal working environment.

Action: Development of a questionnaire to improve the working environment and selection of measures.

Action plan:

- Activities: Preparation of questionnaires on possible actions
- Target audience: All staff
- Methodology: Review of working conditions and proposal of improvement measures.

Resources:

- Human: HR department.
- Materials: Office software package for creating questionnaires, verification reports and results.
- Financial: Hours spent on the entire promotion process, including proposed modifications.

Activity schedule: The review of proposals and implementation will be carried out annually.

Evaluation indicators:

- Number of improvements proposed
- Number of improvements implemented
- Number of people benefitted, broken down by gender
- Quality survey

AREA TO BE DEVELOPED: **WORK-LIFE BALANCE AND JOINT RESPONSIBILITY**

General objective: To raise awareness among staff and beneficiaries about the distribution of responsibilities and to evaluate work-life balance measures among staff.

Action: Conduct an awareness-raising campaign via email for all Maya employees on the distribution of responsibilities that enable work-life balance and periodically evaluate the work-life balance measures adopted.

Action plan:

- **Activities:** Production of graphic material related to work-life balance and family responsibility, each lasting one week. Similarly, posts on social media will be shared on work-life balance and family responsibility.
- **Target audience:** Staff and the general public.
- **Methodology:** The Communications Department will prepare the graphic material to be disseminated both internally and on social media.
- **Resources**

- **Human:** Management and Communications Department
- **Materials:** Specific software for working with images and social media programming. Email. Computers and social media.
- **Financial:** The work will be carried out during office hours and is therefore included in the salary of the employees who will be responsible for it.
- **Activity schedule:** The activity is scheduled in two different time slots. The internal email campaign will take place during the week of 30 April to 7 May, coinciding with the week in which Workers' Day is celebrated. The work-life balance and correspondence campaign will take place during the first week of December.
- **Evaluation indicators:**
 - Number of emails sent as part of the awareness campaign.
 - Number of "likes" received in the social media awareness campaign, as well as the number of times it has been shared and the organic reach of the campaign.
 - We will send the campaigns carried out as evidence.

AREA TO BE DEVELOPED: **UNDER-REPRESENTATION**

General objective: To take positive action to fill positions that are underrepresented by women or men in the company with the aim of balancing the presence of women and men in accordance with the principles of equality, merit and ability.

Action: A study will be carried out to analyse those jobs with under-representation of women or men.

- Activities: Study of underrepresented jobs
- Target audience: Entidad Maya staff
- *Methodology:*
 - 1. Study by departments of those underrepresented positions
 - 2. Preparation of proposals to address underrepresentation

Resources:

- Human: The HR Department will be responsible for conducting the job study and preparing proposals
- Materials: office supplies, office software to carry out the study, and computer equipment.
- Financial: hours spent on the study and proposals.

Activity schedule: The needs assessment will be carried out annually, every November.

Evaluation indicators:

- Number of people hired in underrepresented positions, broken down by gender
- Number of positions where under-representation has been corrected
- Number of people promoted, broken down by gender

AREA TO BE DEVELOPED: REMUNERATION

General objective: To ensure the application of the principle of equal pay for work of equal value.

Action: A study will be carried out to analyse the principle of equal pay and, if non-objective reasons for pay differences are identified, these will be corrected.

Action plan:

- Activities: A gender-based study of the salary structure will be carried out.
- Target audience: All staff *in the same category*.
- Methodology:
 - o 1. Preparation of a study on the possible impact of gender bias in the remuneration system. This analysis will take into account the professional profiles developed within the framework of this equality plan and will compare them with the remuneration actually received by female employees.
 - o 2. If non-objective reasons for pay differences between women and men in the same professional group are identified, measures will be determined to gradually achieve pay equity and a timetable for their implementation will be established.

Resources:

- Human: The HR Department will be responsible for conducting a study of the salary supplements on the payroll of Maya employees.
- Material: office supplies, office software for spreadsheets to track salary supplements.
- Financial: The Centre initially receives its payroll from its consultancy firm, and the equality committee is then responsible for analysing it.

Activity schedule: The needs assessment will be carried out annually, every November.

Evaluation indicators: We undertake to use the results obtained from the Excel table as indicators. A brief report on the results will be produced.

- Verification of the redefinition of allowances and whether they are received by both sexes
- Number of redefined allowances broken down by gender
- Concept and amount of salary supplements paid
- Verification of the job evaluation study

AREA TO BE DEVELOPED: PREVENTION OF WORKPLACE HARASSMENT

General objective: To ensure a safe working environment free from any situation of sexual or gender-based harassment.

Action: Establish measures such as information campaigns or training on the prevention of sexual harassment.

Employee representatives shall contribute to preventing sexual harassment and gender-based harassment at work by raising awareness among employees and informing company management of any conduct or behaviour that they are aware of that could encourage such behaviour.

Action plan:

- Activities: Conduct a study of measures to be implemented, such as training or dissemination related to the prevention of workplace harassment.
- Target audience: Workers at Maya
- Methodology: Conducting the study and implementing measures.

Resources:

- Human: The HR Department, which will be responsible for implementing the measure.
- Materials: Graphic material for dissemination and training material, use of computer equipment and graphic design software, as well as training programmes
- Financial: hours allocated to the implementation of measures and the cost of training activities.

Activity schedule: Annual review at the end of the year

Evaluation indicators:

- Number of measures proposed
- Number of measures implemented
- Number of training actions
- Quality questionnaire

AREA TO BE DEVELOPED: INCLUSIVE COMMUNICATION AND NON-SEXIST LANGUAGE

General objective: To ensure that the company's image and communication are inclusive and non-sexist.

Action: Update the company's communication and publications to incorporate non-sexist and inclusive language. Correct images and visual communication that only represent one sex and/or contain gender stereotypes (website, information leaflets, cards, corporate communication, etc.).

Action plan:

- Activities: A review of the communication materials used by the company will be carried out to check whether corrective measures are necessary.
- Target audience: The entire business community related to Maya.
- Methodology: Provision of guidelines and resources for reviewing communication materials to be provided to the Communication Department.

Resources:

- Human: Communication Department
- Materials: Guides on inclusive and non-sexist language, computers and graphic material.
- Financial: Web space and social media; review of all materials and corrective measures.

Timing of the activity: This will be carried out on an ongoing basis with half-yearly reviews of results.

Evaluation indicators:

- Number of publications reviewed and updated.
- Number and type of changes made.
- List of visual communication materials and elements reviewed and changes made.

VALIDITY:

The proposed equality plan will be valid from 22 April 2021 to 22 April 2025. This timeframe will allow for the implementation of the measures agreed upon in the plan and the evaluation of the activities to be carried out.

ANNUAL PLANNING:

*This plan is optional and not definitive.

2021			
I	II	III	IV
Action No. 5: Measures to improve working conditions.	Action No. 4: Standardised itineraries in the promotion area	Action No. 1: Selection process measures	Action No. 3: Training in equality
2022			
I	II	III	IV
Action No. 7: Study of underrepresented positions	Action No. 8: Study of salary structure with a gender focus	Action No. 3: Training in equality	Action No. 2: Adjustments to professional classification
2023			
I	II	III	IV
Action No. 6: Joint responsibility and work-life balance campaign	Action No. 4: Standardised itineraries in the promotion area	Action No. 1: Selection process measures	Action No. 9: Inclusive communication
2024			
I	II	III	IV
Action No. 8: Study of salary structure with a gender focus	Action No. 9: Inclusive communication.	Action No. 9: Harassment prevention campaign	Action No. 2: Adjustments to professional classification