



Barcelona School
of Tourism, Hospitality
and Gastronomy

CETT GENDER EQUALITY ACTION PLAN

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Commitment to Equality

Corporate social responsibility is one of CETT's values and has been part of the essence of CETT since its beginnings. Moreover, our commitment to sustainability and respect for the environment is inherent to our foundational commitment. Therefore, it is part of strategic planning, from which we define and develop social, environmental, and economic actions. The social aspect is, therefore, one of the fundamental pillars of the center, so much so that the CETT Foundation was created to bring together, supervise and promote all the CSR-related actions of the different companies that make up CETT.

“Training is fundamental for the sector's transformation, which must be carried out from a gender perspective.

One of society's main challenges is gender equality. To continue to progress and eliminate inequalities, the involvement of everyone, both individually and collectively, is necessary. All companies linked to the tourism, hospitality, and gastronomy sectors must commit to this objective and contribute by applying real and practical measures.

For CETT, this is a priority issue, which is why this year we are launching the new Gender Equality Action Plan, which reflects our commitment to gender equality and aims to consolidate a system of action that integrates gender perspective within the organization and promotes equal opportunities. The implementation of the Gender Equality Action Plan reflects the values of CETT and all the

companies it brings together and is a step forward in the commitment of the entire organization to corporate social responsibility.

However, we want to go further, which is why we also incorporate a gender perspective in the content and knowledge we generate and the education we provide. In this area, we are committed to adopting an ethical perspective in tourism, hospitality, and gastronomy training. This commitment implies training people, not just professionals. For this reason, training at CETT includes the positive values of tourism and the ethical exercise of the profession in the broadest sense. Having people who are trained, prepared, and capable of responding to future challenges in terms of gender is fundamental for the sector. One of our objectives is to add value to the sector and contribute to its recovery through transmitting knowledge and applied research.

Future generations of tourism, hospitality, and gastronomy managers have the great responsibility to conceive and implement models of development of the sector and destinations aligned with the 17 Sustainable Development Goals of the 2030 Agenda to contribute from tourism towards a more sustainable society actively.

Moving towards gender equality is everyone's responsibility. It is in our hands.

Maria Abellanet i Meya

CEO of CETT

1. PRESENTATION

This document presents the CETT Gender Equality Action Plan 2022-2026.

Equal treatment and equal opportunities are largely recognized principles. Equality has become a matter of citizenship that reinforces the value of democracy. It is a universal legal principle recognized in various international texts on human rights, including the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), approved by the General Assembly of the United Nations in December 1979 ratified by Spain in 1983. On the other hand, equality is a fundamental principle in the European Union. Since the entry into force of the Amsterdam Treaty on May 1, 1999, equality between men and women and the elimination of inequalities between sexes has been an objective integrated into all policies and actions of the European Union and its member states.

The right to equal treatment and non-discrimination and the principle of equal opportunities between men and women is enshrined in our Constitution in articles 14 and 9.2. These articles are essential to building a just, socially and economically developed, cohesive, and free society, thus establishing the consideration of equality as a superior value of our legal system.

The full recognition of equality before the law, albeit a decisive step, has not been enough. Gender-based violence, sexual harassment, gender discrimination, wage discrimination, a higher rate of female unemployment, the still scant presence of women in positions of political, cultural, social, and economic responsibility, or the problems of time balance between personal, family, and work-life show how complete and effective equality between men and women is still a pending task.

In this context, Organic Law 3/2007, of March 22, 2007, for the effective equality of men and women, was decreed at the national level. Article 46 defines an Equality Plan as an ordered set of measures that achieve equal treatment and equal opportunities between men and women in the workplace, eliminating discrimination based on sex. Therefo-

re, equality plans define specific equality objectives to be achieved, as well as the strategies and practices to be adopted for their attainment and the establishment of effective systems for monitoring and evaluating the objectives set.

On the other hand, it is also worth noting the publication of Royal Decree 6/2019, which amends the law mentioned above. The main modifications of the RD are: i) the obligation, albeit gradually, for all companies to have an Equality Plan; ii) the obligation to register equality plans in a specific registry of equality plans; and iii) penalties for non-compliance.

Likewise, Law 17/2015, of July 21, 2015, on effective equality between men and women, establishes the requirements for equal opportunities that organizations in Catalonia must comply with.

Lastly, the Spanish Government approved Royal Decree 901/2020, of October 13, which regulates equality plans and their registration and amends Royal Decree 713/2010, of May 28, on the registration and deposit of collective bargaining agreements and collective labor agreements; and also approved Royal Decree 902/2020, of October 13, on equal pay for men and women.

The organization must establish equality as an essential element that allows it to manage the business strategy correctly. Therefore, to renew the previous CETT Equality Plan, and with the will to establish new objectives, strategies, and actions that will allow continuing developing and improving the current actions in terms of equal opportunities, a project has been initiated to elaborate a new equality plan, which has as a final result the present document. The project integrates the evaluation of the previous equality plan and the updating and development of new lines of action, measures, and follow-up indicators. This Plan will be implemented between the 2021-2022 and 2024-2025 school years.

1.1. Objective

The new Equality Plan shapes CETT's commitment to the gender perspective and reinforces the promotion of equal opportunities in the company.

The main objective of our Gender Equality Action Plan is to introduce gender equality measures in our organization through the promotion of projects to improve the awareness of the entire workforce in this area, defining concrete actions to promote a gender balance in the work and family environment and establishing actions to prevent future inequalities, guaranteeing the application of the principle of equal opportunities in all areas of the organization.

General objectives:

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- To comply with current regulations.
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- To increase motivation and commitment to the work of the staff.
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- To increase staff satisfaction and improve the work environment.
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- To consolidate a culture of organization that is committed to the well-being of its staff.
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- To continue to ensure the incorporation of the gender perspective in CETT's policies, procedures, and actions.
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- To improve the image of the CETT Group through the internal and external communication of the Equality Plan.
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- To improve the possibilities of personal, family, and work balance for women and men at CETT and their working conditions.
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- To facilitate the integral development of people in a framework of equal opportunities.
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- To eliminate all forms of discrimination, direct or indirect, based on gender that may exist in the organization.
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- To prevent and avoid situations of sexual harassment, sexist attitudes, and discriminatory treatment, establishing mechanisms for their detection and elimination and guaranteeing the necessary internal conditions to combat any possible cases.
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The project has been carried out in two stages. In the first stage, a participatory pre-diagnosis was carried out, with the design of an online survey aimed at all employees of CETT. The purpose of the survey was to involve everyone and incorporate their opinions and suggestions in the diagnostic document and the action lines of the Equality Plan.

The elaboration and approval of this Plan respond to the obligations of the Organic Law 3/2007, of March 22, for the effective equality of women and men, the Royal Decree 6/2019, and the Law 17/2015 of July 21, for the effective equality of women and men and the Royal Decree 901/2020, of October 13, which regulates the equality plans and their recording.



1.2. Reach

PERSONEL REACH	<p>This Plan for equal opportunities between men and women applies to the entire CETT staff, regardless of the contractual relationship and the professional and personal circumstances of the employees.</p> <p>It is a tool that targets the whole of CETT, and as such, it implies a commitment from both Management and staff.</p>
GEOGRAPHICAL REACH	<p>This Plan for equal opportunities between men and women applies to the only work center that CETT has.</p> <p>Likewise, it will apply to all the work centers that may open, be purchased, or be managed during the term of the Plan in its territorial area (Catalonia).</p>
TIMESPAN	<p>In order to achieve the objectives of this plan, through the agreed measures, four years (2022-2026) are scheduled starting January 1, 2022, to December 31, 2026.</p> <p>If the objectives of the Plan can not be achieved or the measures can not be fully implemented, it will remain in force until its renewal or another equality plan is agreed upon without exceeding the four years provided for in Article 9.1 of the Royal Decree 901/2020.</p>

1.3. Areas of action

The elaboration of the new Plan has been carried out within the following work areas:

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- **Area 1:** Development (recruitment and hiring, training and promotion).
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- **Area 2:** Equal employment conditions
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- **Area 3:** Co-responsible exercise of the rights to personal, family, and work life.
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- **Area 4:** Female underrepresentation
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- **Area 5:** Salaries
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- **Area 6:** Prevention of sexual or gender-based harassment
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- **Area 7:** Culture and gender policy
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- **Area 8:** Occupational health and safety
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- **Area 9:** Communication, image, and use of language
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- **Area 10:** Societal impact policies
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1.4. General principles

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- Equal opportunity and non-discrimination based on gender.
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- Equal treatment
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- Respect for diversity and difference
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- Gender perspective mainstreaming throughout the organization
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- Balanced presence and representation of men and women in the various management and governance areas and bodies
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- Collaboration and coordination between the different parties involved.
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- The plan does not establish quotas or numerical objectives for the respective actions.
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1.5. Parties signing the Equality Plan

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- The Negotiating Committee has signed this equal opportunity plan for men and women, per article 45, sections 1 and 2 of Organic Law 3/2007, as amended by Royal Decree-Law 6/2019, of March 1, on urgent measures to guarantee equal treatment and opportunities between men and women in the workplace and Royal Decree 901/2020, of October 13, which regulates equality plans and their registration.
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- This Negotiating Committee is made up of both company representatives and legal representatives of the employees and was constituted to analyze the existing situation in the company from a gender perspective in order to subsequently negotiate, draft, agree, and finally approve this Plan.
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- In this context, the Negotiating Committee jointly analyzed, studied, and assessed from a gender perspective the company's data in the Report on the diagnosis of equal opportunities between men and women at CETT. This analysis was carried out and agreed upon through negotiation within the company prior to the approval of this Plan.
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2. ACTION PLAN

2.1. Areas of action

Based on the diagnosis of the current situation, a series of improvement options have been identified, and actions have been designed for each of the different action areas.

The actions of the Action Plan have been designed around the areas of analysis of the diagnosis and the following general objectives:

AREA	GENERAL OBJECTIVES
1. Conditions of the work environment and occupational health	Verify the neutrality and incorporation of the gender perspective in allocating space and resources and the adequacy of workplaces and spaces to women's specific nature and needs.
2. Communication, image, and use of language	Value how CETT makes women and their contribution to the results and success of the organization more visible. Value the neutrality of the image projected by the organization, both internally and externally, and the neutrality of the language used in written and oral communication.
3. Policies of impact on the community	Assess how CETT incorporates the principles of equal opportunities in its dealings with the stakeholders, whether with the public in the case of direct services or customer service or its dealings with institutions, companies, and organizations, as the case may be. Assess how the organization contributes to raising awareness and promoting equal opportunities.



2.2. Measures and actions

The actions are detailed below in the following tables:

AREA 1

DEVELOPMENT (SCREENING AND RECRUITMENT, TRAINING AND PROMOTION)

Ensure equal promotion processes and opportunities in the access to training for the competency-oriented and technical advancement of all employees.

ACTION 1.1 Improve transparency and access to information on in-house training.

ACTION 1.2 Conduct specific training on gender equality for all CETT staff.

ACTION 1.3 Conduct regular performance appraisals for employees

ACTION 1.4 Inform about new vacancies in the company for the professional promotion of staff.

AREA 2

EQUAL WORKING CONDITIONS

Ensuring equal working conditions

ACTION 2.1 Carry out a work climate survey of the entire CETT staff.

ACTION 2.2 Design an Employee Disengagement Policy



AREA 3

CO-RESPONSIBLE EXERCISE OF THE RIGHTS TO PERSONAL, FAMILY, AND WORK LIFE

Guarantee the balance between personal, work, and family life among employees and evaluate the possibility of introducing improvements in the current work-life balance measures.

ACTION 3.1 Make work-life balance measures available to employees more formal.

ACTION 3.2 Evaluate the possibility of extending the measures for balancing personal, family, and work life.

ACTION 3.3 Carry out communication campaigns on work-life balance.

AREA 4

FEMALE UNDERREPRESENTATION

Monitor human resources statistics to analyze possible imbalances.

ACTION 4.1 Continue with the systematic and regular data recording according to professional groups and gender.

AREA 5

REMUNERATION

Promote transparency in remuneration policies.

ACTION 5.1 Include in the Salary Register a statement justifying salary differentials



AREA 6

PREVENTION OF SEXUAL OR GENDER-BASED HARASSMENT

Ensure equal treatment between employees and students by carrying out actions to raise awareness and provide information on sexual and gender-based harassment and discriminatory attitudes.

ACTION 6.1 Design and implement actions to raise awareness and prevent sexist attitudes and discriminatory treatment.

ACTION 6.2 Conduct a survey on the perception of harassment and discriminatory attitudes among CETT students.

AREA 7

CULTURE AND GENDER POLICY

Formalize CETT's commitment to equality, create the necessary structure for its implementation and promote actions internally and externally.

ACTION 7.1 Creation of the Equality Committee.

ACTION 7.2 Allocate a budget and the necessary economic, material, and human resources to carry out the actions agreed to in the Equality Plan.

AREA 8

OCCUPATIONAL HEALTH AND SAFETY

ACTION 8.1 Include the option of performing a gynecological check-up in the annual medical check-up.

ACTION 8.2 Evaluate psychosocial risks associated with the job

AREA 9

COMMUNICATION, IMAGE, AND USE OF LANGUAGE

Improve the use of inclusive and non-sexist language and visual information.

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| ACTION 9.1 | Communication of the new Equality Plan to the workforce. |
| ACTION 9.2 | Design of the communication criteria, the use of inclusive and neutral language and non-sexist image, making them an internal rule to be complied with by all the staff. |
| ACTION 9.3 | Creation of communication material to promote equality, non-discrimination, and prevention of harassment. |
| ACTION 9.4 | Incorporation of the gender perspective in content generation. |

AREA 10

POLICIES WITH AN IMPACT ON THE COMMUNITY

Create actions that positively impact society to promote gender equality and equal opportunities.

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| ACTION 10.1 | Include specific actions in the global Communication Plan to publicize commitments to gender equality and equal opportunities between women and men to external stakeholders and create a space on the corporate website dedicated to equal opportunities between women and men. |
| ACTION 10.2 | Participate in external initiatives or encourage initiatives to promote and raise awareness of gender equality. |
| ACTION 10.3 | Involve supplier companies in CETT's commitment to gender equality and equal opportunities. |
| ACTION 10.4 | Incorporation of a gender perspective in CETT's social actions. |
| ACTION 10.5 | Incorporation of a gender perspective into the academic curriculum |



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