

Equality plan 2022-2026



Visitas de Anfitriones
y Programas de
Iniciación a la
Universidad Zaragoza

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INTRODUCTION

The creation in 2008 of the Gender Equality Observatory and its Advisory Committee for the development of functions related to the principle of equality between women and men and to promote equal opportunities for all the people who make up the university community: students, teaching staff and administrative and service staff, complies with the legal requirements of the twelfth additional provision of Organic Law 4/2007, of 12 April, amending Organic Law 6/2001, of 21 December, on Universities. The preparation of the first Equality Plan of 2016, based on the quantitative and qualitative analysis of the situation of women and men at the University, included the lines of action and the monitoring and evaluation systems of the objectives, in accordance with the provisions of the Seventh Additional Provision of Royal Legislative Decree 5/2015, of 30 October, approving the revised text of the Law on the Basic Statute of Public Employees and the provisions contained in Organic Law 3/2007, of 22 March, for the effective equality of women and men.

In 2021, the process of preparing the II Gender Equality Plan of the University of Zaragoza began. The Negotiating Table of the University of Zaragoza agreed in its session of 1 July 2021 to create a Technical Negotiation Committee for the preparation of the proposal for the Equality Plan, made up of representatives of the institutional part of the University of Zaragoza and representatives of the trade union part, with the following composition:

By the University of Zaragoza:

Manuel González Labrada (Director of the Secretariat for Regulatory Coordination)

Sara Alcázar Ortiz (Director of the Gender Equality Observatory)

Isabel Luengo Gascón (Director of the General Inspectorate of Services)

Ángel Pascual Sanz (Deputy Manager of Human

Resources) On behalf of the trade unions:

Miguel García Garcés (incumbent) and **Elena Bandrés Goldáraz** (alternate) for UGT

Elvira Luengo Gascón (starter) and **Luisa Esteban Salvador** (alternate) for CC.OO.

Belén Sánchez-Valverde (starter) and **Inmaculada Soravilla Fernández** (alternate) for CGT

Ana Cisneros Gimeno (starter) and **María del Mar Villagrasa Rozas** (alternate) for CSIF

Carmen Arilla Esteban (starter) and **M^a Pilar Goñi Cepero** (alternate) for SOMOS

Miguel Ángel Marín Mormeneo (**Deputy Director of the Inspection Area of the General Inspectorate of Services of the University of Zaragoza**) assumes the functions of Secretary.

On 13 December 2021, the Technical Commission for the negotiation of the Equality Plan was set up and in successive sessions the indicators of the diagnosis and the Equality Plan have been prepared.

The preparation of the II Plan responds to compliance with the following regulations:

- *Organic Law 1/2004, of 28 December, on Comprehensive Protection Measures against Gender Violence.*
- *Organic Law 3/2007 of 22 March 2007 for the effective equality of women and men.*
- *Organic Law 4/2007, of 12 April, amending Organic Law 6/2001, of 21 December, on Universities.*
- *Law 14/2011, of 1 June, on Science, Technology and Innovation.*
- *Royal Legislative Decree 2/2015, of 23 October, approving the revised text of the Workers' Statute Law.*
- *Royal Legislative Decree 5/2015, of October 30, 2015, approving the revised text of the Law on the Basic Statute of Public Employees.*
- *Law 7/2018, of 28 June, on equal opportunities between women and men in Aragon.*
- *Royal Decree-Law 6/2019, of March 1, 2019, on urgent measures to guarantee equal treatment and opportunities between women and men in employment and occupation.*
- *Royal Decree 901/2020, of October 13, 2020, which regulates equality plans and their registration and amends Royal Decree 713/2010, of May 28, 2010, on the registration and deposit of collective bargaining agreements and agreements.*
- *Royal Decree 902/2020, of October 13, 2020, on equal pay between women and men.*
- *Royal Decree 822/2021, of September 28, 2021, establishing the organization of university education and the quality assurance procedure.*

The Technical Commission finalized the work of the proposal for the II Equality Plan in its session of 20-10-2022 and it was raised to the General Negotiation Table of the University of Zaragoza, which approved it in its session of 1-12-2022, being previously presented to the Board of Directors on 8-11-2022 and subsequently raised for information to the Governing Council of the University of Zaragoza in the session of 14-12-2022.

The II Equality Plan, valid for four years and without prejudice to its revisions, is addressed to the entire university community of the University of Zaragoza on the Huesca, Teruel and Zaragoza Campuses and other dependencies: its teaching and research staff (PDI) civil servants and workers, its technical, management and administration and services staff (PTGAS) civil servants and workers and its students.

As for the procedure for drawing up the II Plan, the criteria contained in Royal Decree 901/2020 have been followed - although it is only applicable to part of the staff of the University of Zaragoza: the staff - modulated to the reality of the University of Zaragoza as an entity within the public sector and has been extended to the different sectors of the university community to include gender equality in all aspects related to teaching activity and students since, in addition to the provisions of the LOU, Royal Decree 822/2021, of September 28, 2021, establishes among the guiding principles for the design of the curricula of official university degrees "respect for gender equality in accordance with the provisions of Organic Law 3/2007, of 22 March". The research activity also includes the gender perspective due to the transversal approach given by Law 14/2011, of 1 June, on Science, Technology and Innovation.

On the other hand, the content of the II Equality Plan has been adapted to the uniqueness of the University of Zaragoza and the remuneration audit, contained in Royal Decree 902/2020, of 13 October, although it is mandatory only for contract staff, is incorporated in accordance with the provisions of article 8 of Royal Decree 901/2020 and the remuneration of civil servants is also included.

The Technical Commission of the Equality Plan drew up a work scheme for the preparation of this Plan that has been maintained throughout the process and has proceeded to collect the necessary information for the preparation of the diagnosis, closed on 31 December 2021 with the data obtained from DATUZ (Open Data and Transparency of the University of Zaragoza). and transferred to the diagnostic document Gender Equality at the University of Zaragoza 2021 of the Gender Equality Observatory and to the Indicators document that the commission has used to prepare the content of the II Plan and that are part of the diagnosis.

Among the main conclusions drawn from the diagnosis, the following are highlighted:

- Feminization of the PTGAS workforce: 61.3% women and 38.7% men. In contrast to the balance in the distribution of the teaching and research staff (48.1% women and 51.9% men) and among students (53.5% women and 46.5% men).
- The group of PDI civil servants is distributed as 41.1% women and 58.9% men, with a gender gap of 19% that rises to 49% in the category of Professors. However, there is a balance in the group of teaching and research staff.
- In the teaching and research staff as a whole, if we look at the concentration index (i.e. how each of the sexes is distributed in the different categories in the same variable, teaching and research staff or civil servant teaching and research staff), the percentage of women (62%) in the teaching staff is always higher than the percentage of women in the civil servant teaching and research staff (25%). On the other hand, men always show higher percentages than women in the civil servant teaching staff, which shows that it is more difficult for women to access university teaching bodies and greater precariousness.
- The evolution of the teaching and research staff shows a distribution of 48.4% of women and a reduction in the gender gap of 4%, except in the macro-area of Engineering and Architecture with only 28.3% of women and a gender gap of -0.43, which is still outside the equilibrium interval, far from it.
- The analysis of the composition of the research groups shows an increase in the number of women and they are in the balance interval except in the macro-area of Engineering and Architecture, which drags the gender gap with 28.7% of women.
- Underrepresentation is also manifested in the leadership of research groups, as only 26% have female principal investigators and it always occurs in emerging groups.
- The workforce is feminized in the civil servant PTGAS, while in the labor PTGAS the difference is smaller, approaching 50%
- In the group of PTGAS civil servants, if we look at the level of responsibility in subgroup A1, the percentage of intrasex (indicator of situation within the same sex) is practically equal between women (10.6%) and men (10.4%), it is slightly lower in subgroup A2, which is the group with the fewest personnel, and low in subgroups C1 and C2.
- In the analysis of professional levels or profiles, an imbalance can be observed in technical positions: 39.35% women and 60.65% men, and heads of service: 59% women and 41% men.
- The presence of women in governing and management bodies yields different results. Parity is maintained in the different collegiate governing bodies, but there is an underrepresentation in the

deanships and school directors where less than 30% of female deans and directors and directors of university institutes represent 33.3% of women and 66.7% of men are represented.

- The composition of the representation of employees of the University of Zaragoza shows an underrepresentation of women in the scope of the PTGAS in the representative bodies (Personnel Board and Works Council) that does not exceed 35%, a distribution that is also reproduced in the Works Council of the PDI in Teruel.
- The number of students enrolled in official degrees by gender and branches of knowledge shows a certain balance in all macro-areas except Engineering and Architecture, where there is a lower presence of women in the three cycles: Bachelor's, Master's and Doctorate (25.3%). In Health Sciences, on the other hand, a greater number of women enroll (74.1%), with a higher percentage in Master's studies (81.2%).

The II Equality Plan responds to the structure and content of Royal Decree 901/2020 and is articulated through Work Areas, Objectives and Measures. For each Measure, its recipients, those responsible for its implementation, the execution period and the evaluation through the indicators and their monitoring are incorporated.

It is structured in 5 axes:

Axis 1. Develop a culture of equality in the university environment.

Axis 2. To advance equality in all areas of universities: teaching, research and study.

Axis 3. Apply the gender perspective in all university settings.

Axis 4. Co-responsible work-life balance.

Axis 5. Prevent harassment and gender-based violence, act in related situations, and protect victims.

On the other hand, the Technical Commission considers it necessary and appropriate to urge the MNUZ and the Rector to propose the creation of the Gender Equality Unit to replace the current Gender Equality Observatory and assume the responsibilities for the transversal incorporation of equality between women and men in the development of university policies and to include the gender perspective in the set of activities and functions of the university. Once the Gender Equality Unit has been created, any reference to the Equality Observatory contained in this Plan shall be understood as referring to that Unit.

Previous issues



METHODOLOGY

In order to achieve the objectives, set out in this Equality Plan, a methodology has been developed to ensure the participation and commitment of the parties involved in the process. In order to be able to deal with the drafting in the first phase, a series of stages were differentiated, which are specified in:

- Diagnosis of the current situation.
- Assessment of the current situation.
- Analysis of the demands in relation to the preparation of a new Equality Plan.
- Proposal of actions to be included in the new Equality Plan.
- Forecast of deadlines within which the proposed actions can be adopted.
- Schedule of all the actions foreseen in the lines of action of the new Equality Plan.

VALIDITY

This Equality Plan will be valid for four years from its entry into force, between 2022 and 2026. Its content will remain in force unless the Monitoring Committee determines its modification.

Once this period has elapsed, it is expected that the design of the III Equality Plan will begin.

MONITORING AND EVALUATION

The monitoring and evaluation will be carried out in accordance with the provisions of Article 9 of RD 901/2020 and the LOI. Article 46.1 of the LOI provides that equality plans shall establish the specific equality objectives to be achieved, the strategies and practices to be adopted to achieve them, as well as the establishment of effective monitoring and evaluation systems for the objectives set.

This section describes the monitoring and evaluation system that will be used with the implementation of the plan, with the Monitoring Committee being responsible for assuming this task. This process will be articulated through the holding of regular meetings. These meetings must be held twice a year on a regular basis, the first of them coinciding with the beginning of the plan's annuity, and the second, after the first semester, on the occasion of the preparation of the annual evaluation report, if applicable, coinciding with the end of the annuity. However, this timetable may be adapted to the activity of the subscribing parties if so, agreed by the Monitoring Committee.

The Monitoring Committee is composed of ten members. Five representatives of the University of Zaragoza and five representatives of the social part, one for each of the unions present at the General Negotiating Table of the University of Zaragoza made up of CGT, CC.OO. CSIF, SOMOS and UGT.

At each of these meetings, the following objectives will be proposed.

At the first meeting, which will take place in the first half of the year, the objectives would focus on:

- Draw up the work calendar, identifying the actions corresponding to the annuity, the people responsible, involved and addressed, the period of execution, the evaluation indicators and the level of execution.
- Schedule the actions to be implemented during the first and second semesters.
- Identify possible barriers or impediments in the implementation of the actions, in order to correct or modify the necessary aspects.

At the second meeting, which will take place in the second half of the year, the objectives would be:

- Follow up on the actions implemented during the first and second semesters.
- Schedule the actions to be implemented during the following year.
- Identify possible barriers or impediments in the implementation of the actions, in order to correct or modify the necessary aspects.
- Schedule work, distribute responsibilities and prepare the Evaluation Report, if applicable.

To monitor the actions contained in the Equality Plan, the following tools will be used:

- Work calendar, which will be used to organize the annual work and distribute responsibilities, as indicated above.
- Implementation sheet for each of the actions, which will serve to facilitate the monitoring of the development of the actions, identify the difficulties encountered and record the modifications adopted.
- Minutes of the meeting, which will allow a record of the actions carried out and the commitments agreed.

The Plan is based on an initial evaluation, which is a diagnosis of the situation of equal opportunities between women and men at the University of Zaragoza, which is contained in a separate document. Mid-term evaluations will be carried out every two years, with their corresponding reports. At the end of the four years of implementation of the Equality Plan, a final evaluation report will be drawn up, which will reflect the changes that have occurred from the initial situation to the situation at the end of the period of implementation of the plan. To this end, in addition to the information in the evaluation reports, complementary tools may be used, where appropriate, to consult the recipients of the Plan to obtain qualitative information on the real impact of the measures developed.

Based on the results obtained in the final evaluation, recommendations for improvement, new measures or changes in the existing ones will be formulated that can be incorporated into the III Equality Plan of the University of Zaragoza.

Content of the plan



The II Equality Plan of the University of Zaragoza contains five lines of intervention.

AXIS 1. TO DEVELOP A CULTURE OF EQUALITY IN THE UNIVERSITY ENVIRONMENT.

The awareness-raising strategy is inserted in the Plan through good practices in equality and positioning, as well as the commitment of the University of Zaragoza to the culture of equality manifested in this Axis 1 through the different communication channels, written expression demonstrations and the promotion of equality through inclusive language and different actions to raise awareness and visibility of the gender equality linked to participation in solemn and relevant events, their scientific contribution and significant presence in university life

The objectives of this Axis are:

- Achieve the generalization of inclusive language and the gender perspective in administrative and teaching tasks.
- Establish a dynamic for incorporating inclusive language in all the provisions that are issued to consolidate it.
- To raise awareness of the importance of the actions and measures envisaged in the Equality Plan.
- Strengthen the need for the Equality Plan also as a Sustainable Development Objective so as to increase visibility.
- Increase the participation of women with honorary doctorates.
- Increase the participation of women in inaugural lectures and speeches.
- To make visible the reality of women's contributions that has not been made visible through spaces and events.
- Promote and make visible the campaigns of the scientific culture unit on women scientists.
- To ensure that the use of inclusive language is not complicated for the university community and that its use is normalised.
- Optimize specific dates to take advantage of the impact on sensitization within UNIZAR.
- To help the university community to incorporate the culture of equality.

This Axis 1, on the culture of equality at the university level, provides for the adoption of 19 measures:

Workspace 1.1. Review of university regulations, web pages, forms and administrative documents.

Objective: To generalize inclusive language and the gender perspective in administrative and teaching tasks.

Measurement:

1.- Identify the changes to be made in the university regulations, in forms and administrative documents.

Target audiences: PTGAS, PDI, STUDENTS.

Responsible body: GENERAL SECRETARIAT, MANAGEMENT

Timetable: academic years 22/23 and 23/24.

Indicators (aspects to be evaluated): Revised standards and documents.

Threshold (starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. First two courses

2.- Detect, in the different sections of the university websites, the changes to be made.

Recipients: PTGAS, PDI, STUDENTS AND SOCIETY

Responsible body: COMMUNICATION OFFICE

Timetable: academic years 22/23 and 23/24.

Indicators (aspects to be evaluated): Number of actions.

Threshold (starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. First two courses

3.- Develop a procedure and instructions, and disseminate it indicating the necessary aspects that need to be changed on the website and the forms.

Recipients: PTGAS responsible for units and PDI with positions.

Responsible body: GENERAL SECRETARIAT, MANAGEMENT, EQUALITY UNIT

Timing: 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): Number of standards modified.

Threshold (starting point): study conducted in 2021.

Method of evaluation: According to the model of the monitoring sheet. Each academic course since its creation.

Workspace 1.2. Revision of inclusive language in regulations, instructions or resolutions, prior to their approval and especially their publication in the BOUZ.

Objective: To establish a dynamic for the incorporation of inclusive language in all the provisions that are issued to consolidate it.

Measurement:

4.- Establish a review procedure and disseminate it to the units.

Recipients: PTGAS responsible for units and PDI with positions.

Responsible body: GENERAL SECRETARIAT, VICE-RECTORS AND MANAGEMENT

Timing: 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): Number of revisions carried out

Threshold (starting point): study conducted in 2022.

Method of evaluation: According to the model of the monitoring sheet. Each academic course since its creation.

5.- Compile the necessary modifications and carry them out in aspects related to students (documents, website, etc.).

Target audiences: STUDENTS

Responsible body: ACADEMIC VICE-MANAGEMENT

Timing: 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): Number of reviews and actions.

Threshold (starting point): No data.

Method of evaluation: According to the model of the monitoring sheet. Each academic course.

Workspace 1.3. Information and explanatory sessions on the equality plan for teaching and research staff, PTGAS, students and interrelated social agents.

Objective: To raise awareness of the importance of the actions and measures provided for in the Equality Plan.

Measurement:

6.- Carry out sessions in all centres and units.

Recipients: PTGAS, PDI and ESTUDIANTADO.

Responsible body: OFFICE OF THE VICE-RECTOR FOR CULTURE AND SOCIAL PROJECTION.

Timing: courses 22/23, 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): Number of sessions held. Attendees per group.

Threshold (starting point): Not applicable.

Method of evaluation: According to the model of the monitoring sheet. Each academic course.

Workspace 1.4. Raise awareness of the equality plan in relation to the SDGs.

Objective: To strengthen the need for the equality plan also as a Sustainable Development Goal so as to increase visibility.

Measurement:

7.- Include the content of the equality plan in the rankings that are carried out: THE Impact Ranking.

Recipients: PTGAS, PDI, STUDENTS and SOCIETY.

Responsible body: OFFICE OF THE VICE-RECTOR FOR PLANNING, SUSTAINABILITY AND INFRASTRUCTURES.

Timing: 24/25, 25/26 courses.

Indicators (aspects to be evaluated): Aspects analysed in the "THE" ranking.

Threshold (starting point): Information from the previous "THE" ranking. **Method of evaluation:** According to the model of the monitoring sheet. Two last courses.

8.- Coordinate with the SDG Area Directorate, the Vice-Chancellor's Office for Planning, Sustainability and Infrastructure and the UPRL, to make the Equality Plan visible in this area.

Recipients: PTGAS, PDI, STUDENTS and SOCIETY.

Responsible body: OFFICE OF THE VICE-RECTOR FOR PLANNING, SUSTAINABILITY AND INFRASTRUCTURE, EQUALITY UNIT.

Timing: 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): Actions to make the SDGs visible with the Equality Plan.

Threshold (starting point): Current situation.

Method of evaluation: According to the model of the monitoring sheet. Each academic course.

9.- Make the equality plan visible on the UNIZAR website and on social networks, including information pills in the iUnizar newsletter.

Recipients: PTGAS, PDI, STUDENTS and SOCIETY.

Responsible body: OFFICE OF THE VICE-RECTOR FOR PLANNING, SUSTAINABILITY AND INFRASTRUCTURE, EQUALITY UNIT, COMMUNICATION DEPARTMENT.

Timing: 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): Actions to raise awareness in social networks.

Threshold (starting point): Current situation.

Method of evaluation: According to the model of the monitoring sheet. Each academic course.

Workspace 1.5. Promote parity in honorary doctorates.

Objective: To increase the participation of women in honorary doctorates.

Measurement:

10.- Modify the regulations to encourage equal participation in the recognition of honorary doctorates.

Recipients: Proposing bodies.

Responsible body: GENERAL SECRETARIAT, GOVERNING COUNCIL.

Timetable: 23/24, 24/25 academic years.

Indicators (aspects to be evaluated): Number of women with honorary doctorates.

Threshold (starting point): Data from the last five years.

Method of evaluation: According to the model of the monitoring sheet. From its implementation in the second year.

Workspace 1.6. Promote/encourage the participation of women in inaugural lessons.

Objective: To increase the participation of women in opening sessions and speeches.

Measurement:

11.- To designate the persons involved on an equal basis.

Recipients: Proposing bodies. **Responsible body:** RECTOR. **Timetable:** 23/24, 24/25 academic years.

Indicators (aspects to be evaluated): Number of women teaching Inaugural Lectures.

Threshold (starting point): Data from the last five years.

Method of evaluation: According to the model of the monitoring sheet. From its implementation in the second year.

Workspace 1.7. Disseminate the contributions of women in the University throughout history as they have remained in oblivion.

Objective: To make visible the reality of women's contributions through spaces and events.

Measurement:

12. Incorporate the names of outstanding university women in university departments, awards and competitions.

Target audiences: PTGAS, PDI, STUDENTS. **Responsible body:** EQUALITY UNIT. **Timing:** 24/25, 25/26 courses.

Indicators (aspects to be evaluated): Number of new spaces with a female name.

Threshold (starting point): Current situation.

Method of evaluation: According to the model of the monitoring sheet. Two last courses.

Objective: To promote and make visible the campaigns of the scientific culture unit on women scientists.

Measurement:

13.- Coordinate the information with the Equality Unit.

Target audiences: PTGAS, PDI, STUDENTS.

Responsible body: EQUALITY UNIT, SCIENTIFIC CULTURE UNIT.

Timing: 24/25, 25/26 courses.

Indicators (aspects to be evaluated): Number of actions carried out.

Threshold (starting point): Current situation.

Method of evaluation: According to the model of the monitoring sheet. Two last courses.

Workspace 1.8. Disseminate tools that facilitate the inclusive and non-sexist use of language.

Objective: To ensure that the use of inclusive language is not complicated for the university community and that its use is normalized.

Measurement:

14.- Continue with the training offer.

Target audiences: PTGAS, PDI, STUDENTS.

Responsible body: OFFICE OF THE VICE-RECTOR FOR CULTURE AND SOCIAL PROJECTION, OFFICE OF THE VICE-RECTOR FOR DIGITAL EDUCATION AND LIFELONG LEARNING, MANAGEMENT.

Timing: courses 22/23, 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): Number of actions carried out.

Threshold (starting point): Data from the last two years.

Method of evaluation: According to the model of the monitoring sheet. Every course.

15.- Disseminate an inclusive and egalitarian communication guide on the Equality Unit's website.

Target audiences: PTGAS, PDI, STUDENTS.

Responsible body: EQUALITY UNIT. **Timing:** 24/25, 25/26 courses.

Indicators (aspects to be evaluated): Guide to inclusive and egalitarian communication, evidence of publication on the web.

Threshold (starting point): Current location.

Method of evaluation: According to the model of the monitoring sheet. Two last courses.

Workspace 1.9. Organize institutional awareness-raising campaigns around the celebration of International Women's Day and the International Day for the Elimination of Violence against Women.

Objective: To optimize special dates to take advantage of the impact on awareness within UNIZAR.

Measurement:

16.- Promote the creation of meeting spaces where the situation of equality can be addressed and continue with the campaigns to promote the visibility of women in the University.

Target audiences: PTGAS, PDI, STUDENTS.

Responsible body: OFFICE OF THE VICE-RECTOR FOR CULTURE AND SOCIAL PROJECTION, EQUALITY UNIT.

Timing: courses 22/23, 23/24, 24/25, 25/26. **Indicators**

(aspects to be evaluated): Number of actions. **Threshold**

(starting point): Current situation.

Method of evaluation: According to the model of the monitoring sheet. Every course.

Workspace 1.10. Promote the intervention of the Equality Unit in university activities in order to promote a culture of equality.

Objective: To help the university community to incorporate the culture of equality.

Measurement:

17.- Disseminate the Equality Unit and its competencies through the available means.

Target audiences: PTGAS, PDI, STUDENTS. **Responsible**

body: EQUALITY UNIT. **Timing:** courses 22/23, 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): Number of actions.

Threshold (starting point): Current situation.

Method of evaluation: According to the model of the monitoring sheet. Every course.

18.- Present the role of the Equality Unit in the units and centres.

Target audiences: PTGAS, PDI, STUDENTS. **Responsible**

body: EQUALITY UNIT. **Timing:** courses 22/23, 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): Number of actions.

Threshold (starting point): Current situation.

Method of evaluation: According to the model of the monitoring sheet. Every course.

19.- Promote meeting spaces and forums where the situation of equality of UNIZAR can be addressed with the different groups of student representatives, PDI and PTGAS.

Target audiences: PTGAS, PDI, STUDENTS.

Responsible body: OFFICE OF THE VICE-RECTOR FOR CULTURE AND SOCIAL PROJECTION, OFFICE OF THE VICE-RECTOR FOR STUDENTS AND EMPLOYMENT, EQUALITY UNIT.

Timing: courses 22/23, 23/24, 24/25, 25/26. **Indicators**

(aspects to be evaluated): Number of actions. **Threshold**

(starting point): Current situation.

Method of evaluation: According to the model of the monitoring sheet. Every course.

AXIS 2. TO ADVANCE EQUALITY IN ALL UNIVERSITY AREAS: TEACHING, RESEARCH AND STUDY.

At the University of Zaragoza, we seek to ensure that the gender perspective encompasses all areas of dedication within our university community. For this reason, for teaching, research, innovation, and academic management, the main objective will be to achieve a culture of equality between women and men.

Our roadmap has a regulatory framework, and the development of a university equality policy is one of the points set out in Organic Law 3/2007, of 22 March, for the effective equality of women and men, which, in its article 25, establishes:

1. In the field of higher education, the public administrations, in the exercise of their respective powers, shall promote teaching and research on the meaning and scope of equality between women and men.
2. In particular, and to this end, the Public Administrations will promote the actions listed below:
 - a. The inclusion, in the curricula, of teachings on equality between women and men (this mandate of the Organic Law has been developed in Royal Decree 822/2021, of 28 September).
 - b. The creation of specific postgraduate courses.
 - c. Carrying out specialized studies and research in the field.

And this framework inevitably makes the principle of equality between women and men a backbone of the functioning of the University. To this end, the specific objectives set out in the second axis of the II Equality Plan of the University of Zaragoza are:

- Create equality management structures in schools.
- Have resources to develop teaching guides with a gender perspective and ensure their implementation.
- Incorporate the gender perspective in UNIZAR's non-regulated educational offerings.
- Increase the number of teaching innovation projects on gender equality.
- Greater visibility of research in this area.
- To take advantage of the range of resources available to the University of Zaragoza, promoting their use and subsequent dissemination.
- Facilitate the dissemination and availability of existing resources through the website of the Equality Unit.
- Cover as many works as possible that are published from a gender perspective.
- Avoid gender bias in access to internal research projects and balance the presence of men and women in this field.
- Ensure staff in the research groups of the University of Zaragoza trained in the subject.
- Balance the presence of women and men in undergraduate degrees.

- Balancing the presence of men and women through membership.
- To make known people who can be references in this branch of knowledge, being of the least represented sex in this field.
- Promote the centres' own measures to balance the presence of women and men in degrees, as well as monitor their consolidation.

In this Axis 2, on the achievement of equality in the different university areas, 20 measures are foreseen.

Workspace 2.1. PROMOTE THE GENDER PERSPECTIVE IN ALL UNIVERSITY AREAS.

2.1.1 Maintain the integration of equality officers in the management teams of the university centres, who will be responsible for coordinating equality issues; and to create an equality commission made up of all members of the university community.

Objective: To create equality management structures in schools.

Measurement:

1.- Set up equality commissions in schools.

Target audiences: PTGAS, PDI, SCHOOL STUDENTS, MANAGEMENT TEAMS, SCHOOL BOARDS.

Responsible body: CENTRE ADDRESSES

Timing: 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): number of representatives, number of commissions created.

Threshold (starting point): 23 equality representatives in schools, an equality committee and an equality committee within a school's quality committee.

Method of evaluation: According to the model of the monitoring sheet. Each academic course since its creation, due to its permanent nature.

2.- To maintain equality officers in the schools and to encourage their integration into the management teams.

Target audiences: PTGAS, PDI, SCHOOL STUDENTS, MANAGEMENT TEAMS, SCHOOL BOARDS.

Responsible body: SCHOOL ADDRESSES

Timetable: academic years 22/23, 23/24, 24/25, 25/26. **Indicators (aspects to be evaluated):** number of representatives.

Threshold (starting point): 23 equality representatives in the schools.

Method of evaluation: According to the model of the monitoring sheet. Each academic course.

2.1.2 Incorporate gender equality into teaching guides.

Objective: To have resources to develop teaching guides with a gender perspective and to ensure their application.

Measurement:

3.- Draw up a map of content and resources on gender equality and a survey to assess the incorporation of the contents.

Recipients: OFFICE OF THE VICE-RECTOR FOR ACADEMIC POLICY / QUALITY SYSTEM AGENTS / TEACHING AND RESEARCH STAFF.

Responsible body: EQUALITY UNIT

Timetable: academic year 24/25.

Indicators (aspects to be evaluated): survey and results.

Threshold (starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. Every two academic years.

4.- Incorporate into quality procedures the obligation to include gender equality content.

Target persons: QUALITY SYSTEM AGENTS. **Responsible body:** OFFICE OF THE VICE-RECTOR FOR ACADEMIC POLICY, SCHOOL DIRECTORATES.

Timing: courses 22/23, 23/24, 24/25, 25/26. **Indicators**

(aspects to be evaluated): contents included. **Threshold**

(starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. Each academic course.

2.1.3 Promote the organization of courses included in continuing education and university extension, conferences, congresses, seminars, etc., that contribute to gender awareness and reduce inequalities between women and men.

Objective: To incorporate the gender perspective in UNIZAR's non-formal educational offer.

Measurement:

5.- Make changes in the regulations of Lifelong Learning that encourage the gender perspective.

Target audiences: PTGAS, PDI, STUDENTS.

Responsible body: OFFICE OF THE VICE-RECTOR FOR DIGITAL EDUCATION AND LIFELONG LEARNING, EQUALITY UNIT

Timing: courses 22/23, 23/24, 24/25, 25/26. **Indicators**

(aspects to be evaluated): number of courses. **Threshold**

(starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. Each academic course.

6.- Create a call for the promotion of conferences, congresses and seminars to raise awareness of gender issues.

Recipients: STUDENTS, PDI.

Responsible body: OFFICE OF THE VICE-RECTOR FOR ACADEMIC POLICY, CENTRE AND DEPARTMENT DIRECTORATES.

Timing: 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): number of actions carried out.

Threshold (starting point): current situation according to data provided by the centres.

Method of evaluation: According to the model of the monitoring sheet. Each academic course.

7.- Systematize and follow up on all the actions carried out at the initiative of the centers in this area.

Recipients: STUDENTS, TEACHING AND RESEARCH STAFF, PTGAS.

Responsible body: SCHOOL DIRECTORATES, RESPONSIBLE FOR EQUALITY OF THE CENTRES.

Timing: courses 22/23, 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): number of actions carried out.

Threshold (starting point): current situation, activities are carried out but are not systematized.

Method of evaluation: According to the model of the monitoring sheet. Each academic course.

2.14 Introduce teaching innovation projects that address gender equality.

Objective: To increase the number of teaching innovation projects on gender equality.

Measurement:

8.- Prioritise projects in calls for innovation that include issues of equality or gender perspective.

Recipients: PDI.

Responsible body: OFFICE OF THE VICE-RECTOR FOR ACADEMIC POLICY

Timing: courses 22/23, 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): number of projects.

Threshold (starting point): There is no reference to equality in innovation projects, we can only address Goal 5 (SDG). Therefore, there is no direct reference, but an indirect one. In this year's call, "diversity and inclusion" is established in the general lines.

Method of evaluation: According to the model of the monitoring sheet. Each academic course.

9.- Incorporate gender equality into the calls for proposals as a factor to be assessed in innovation projects.

Recipients: PDI.

Responsible body: OFFICE OF THE VICE-RECTOR FOR ACADEMIC POLICY.

Timing: 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): call for teaching innovation projects.

Threshold (starting point): 5 projects (according to the list of projects for the 21/22 academic year: one in EINA and four in Philosophy).

Method of evaluation: According to the model of the monitoring sheet. Each academic course.

2.1.5. Promote awards for Bachelor's and Master's Theses based on the gender perspective.

Objective: Greater visibility of research in this area.

Measurement:

10.- Establish an honorary recognition for bachelor's and master's degree final projects that include the gender perspective in their analysis.

Target audience: STUDENTS.

Responsible body: OFFICE OF THE VICE-RECTOR FOR ACADEMIC POLICY

Timing: courses 22/23, 23/24, 24/25, 25/26. **Indicators**

(aspects to be evaluated): number of actions. **Threshold**

(starting point): Current data.

Method of evaluation: According to the model of the monitoring sheet. Each academic year

Workspace 2.2. PROMOTE RESEARCH IN GENDER STUDIES AND ENCOURAGE THE PRESENCE OF WOMEN IN THE LEADERSHIP OF RESEARCH GROUPS AND PROJECTS.

2.2.1. Disseminate and give visibility among the university community to reviews and publications dedicated to the dissemination of research on gender, from a multidisciplinary point of view.

Objective: To take advantage of the range of resources available to the UZ, promoting their use and subsequent dissemination.

Measurement:

11.- Make these resources visible on the Library's website.

Target audiences: PTGAS, PDI, STUDENTS. **Responsible body:** BIBLIOTECA UNIVERSITARIA DE LA UZ **Timing:** academic years 22/23, 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): number of accesses.

Threshold (starting point): diagnostic data.

Method of evaluation: According to the model of the monitoring sheet. Each academic course.

2.2.2. Expand the existing bibliographic content on gender equality and facilitate its accessibility to the university community.

Objective: To facilitate the dissemination and availability of existing resources through the website of the Equality Unit.

Measurement:

12.- Include specialized bibliography on the website of the Equality Unit.

Target audiences: PTGAS, PDI, STUDENTS.

Responsible body: CENTRAL DEPARTMENTS AND LIBRARIES, EQUALITY UNIT.

Timing: 24/25 courses.

Indicators (aspects to be evaluated): number of resources incorporated into the website.

Threshold (starting point): diagnostic data.

Method of evaluation: According to the model of the monitoring sheet. Revision every two academic years once the section has been created, depending on the resources provided by the centre's libraries.

Objective: To cover as many works as possible that are published from a gender perspective.

Measurement:

13.- Acquire bibliography.

Target audiences: PTGAS, PDI, STUDENTS.

Responsible body: CENTRAL DEPARTMENTS AND LIBRARIES.

Timing: courses 22/23, 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): number of resources acquired.

Threshold (starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. Each academic course.

2.2.3. To analyse the aspects that, indirectly, hinder women's access to the research projects convened by the UZ.

Objective: To avoid gender bias in access to internal research projects and to balance the presence of men and women in this field.

Measurement:

14.- Review the criteria established for access to internal research projects, avoiding -as far as possible- assessing aspects to which there is not equal access.

Recipients: PDI.

Responsible body: OFFICE OF THE VICE-RECTOR FOR TECHNOLOGY TRANSFER AND INNOVATION, OFFICE OF THE VICE-RECTOR FOR SCIENTIFIC POLICY.

Timing: courses 22/23, 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): excluded aspects, number of women with research contracts.

Threshold (starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. Each academic course.

2.2.4. Promotion of lines of research in the field of gender equality.

Objective: Greater visibility of research in this area.

Measurement:

15.- To announce awards or recognitions for Doctoral Theses and Research Projects on the subject of gender equality.

Target audience: PDI, PHD STUDENTS. **Responsible body:** OFFICE OF THE VICE-RECTOR FOR SCIENTIFIC POLICY.

Timing: courses 22/23, 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): number of existing lines of research, number of calls.

Threshold (starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. Each academic course.

2.2.5. Promote the gender perspective among young teaching and research staff.

Objective: To ensure training in gender equality for young teaching and research staff or researchers.

Measurement:

16.- Carry out mentoring training for young teaching and research staff or researchers within the framework of the UNITA Network.

Recipients: YOUNG TEACHING AND RESEARCH STAFF OR RESEARCHERS FROM THE UZ.

Responsible body: UNITA, WOMEN TEACHING AND RESEARCH STAFF OF THE UZ WHO ARE MEMBERS OF THE UNITA NETWORK AND WHO RECEIVE THE PRE-TRAINING TO BE ABLE TO ACT AS MENTORS IN THE FIELD OF GENDER EQUALITY.

Timetable: academic year 22/23.

Indicators (aspects to be evaluated): number of young teaching and research staff receiving training.

Threshold (starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. Guidelines will be set in accordance with UNITA.

Workspace 2.3. PROMOTE THE BALANCED PRESENCE OF STUDENTS IN STUDIES.

2.3.1. Develop content that allows for the balanced recruitment of men and women in degrees and adopt institutional measures.

Objective: To balance the presence of women and men in undergraduate degrees.

Measurement:

17.- Create and disseminate campaigns that make visible sa- fanciful training experiences in the UZ of the under-represented sex in feminized/masculinized careers (as appropriate).

Target audience: STUDENTS.

Responsible body: OFFICE OF THE VICE-RECTOR FOR STUDENTS AND EMPLOYMENT, OFFICE OF THE VICE-RECTOR FOR ACADEMIC POLICY

Timetable: 23/24, 25/26.

Indicators (aspects to be evaluated): content created and number of communications made.

Threshold (starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. Every two academic years.

Objective: To balance men and women through balanced affiliation in research master's degrees and doctoral programmes.

Measurement:

18.- Organize campaigns aimed at graduates with references to the underrepresented sex.

Recipients: GRADUATES.

Responsible body: OFFICE OF THE VICE-RECTOR FOR STUDENTS AND EMPLOYMENT, OFFICE OF THE VICE-RECTOR FOR ACADEMIC POLICY

Timetable: 23/24, 25/26.

Indicators (aspects to be evaluated): percentages of master's enrolments.

Threshold (starting point): In the 21/22 academic year, the percentages of master's degrees disaggregated by sex and branch of knowledge:

- Arts & Humanities: 50%
- Science: 50%
- Social and Legal Sciences: 43% H – 57% M
- Engineering & Architecture: 70% H – 30% M
- Health Sciences: 18% H – 82%M.

Method of evaluation: According to the model of the monitoring sheet. Every two academic years.

2.3.2. Recommend that institutions offering strongly masculinized or feminized degrees include activities that showcase the achievements of persons of the under-represented sex in these fields of knowledge.

Objective: To make known people who can be referents in this branch of knowledge, being of the least represented sex in this field.

Measurement:

19.- To provide the materials and resources already existing at the UZ in these fields of knowledge in order to offer students a more inclusive vision of what they are studying.

Target audience: STUDENTS.

Responsible body: OFFICE OF THE VICE-RECTOR FOR STUDENTS AND EMPLOYMENT, OFFICE OF THE VICE-RECTOR FOR ACADEMIC POLICY, CENTRES

Timetable: 23/24, 25/26.

Indicators (aspects to be evaluated): number of actions carried out.

Threshold (starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. Every two academic years.

Objective: To promote the centres' own measures to balance the presence of women and men in degrees, as well as to monitor their consolidation.

Measurement:

18.- Systematize and follow up on all the actions carried out at the initiative of the centers in this area.

Target audience: STUDENTS. **Responsible**

body: CENTRES **Timing:** academic years 23/24, 25/26.

Indicators (aspects to be evaluated): number of initiatives carried out and evidenced.

Threshold (starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. Every two academic years.

AXIS 3. APPLYING THE GENDER PERSPECTIVE IN THE UNIVERSITY ENVIRONMENT.

This axis covers the areas of work of training of the entire university community, salary auditing, promotion of staff, working conditions and the application of equality in governing and representative bodies.

Royal Decree 901/2020 of 13 October 2020, which regulates equality plans and their registration and amends Royal Decree 713/2010 of 28 May 2010 on the registration and deposit of collective labour agreements and agreements, indicates the areas mentioned in this axis as criteria for the preparation of the diagnosis prior to the measures to be incorporated.

The objectives of this axis, within the aforementioned areas of work, are the following:

- To raise awareness among the university community of the importance of inclusive language.
- To obtain information to verify the situation of the university community with regard to compliance with the principle of equality between women and men in all its areas of action.
- To achieve the principle of gender equality between women and men through training.
- Obtain the information to check whether the principle of equal pay is complied with.
- Update the PTGAS TPN with gender-neutral job titles.
- Ensure a balanced composition of women and men in commissions and tribunals in selection processes.
- To find the causes of the difficulties, in order to be able to propose measures.
- Ensure gender mainstreaming in teaching and research staff selection procedures.
- Promote preventive health care from a gender perspective.
- Correct the under-representation of women in management and representative bodies.
- Correct the under-representation of women on the Board and in the Works Council of the PTGAS and PDI.

In this Axis 3 on the application of the gender perspective in all university areas, 15 measures are foreseen.

Workspace 3.1. FORMATION.

3.1.1. Carry out courses on inclusive language for all groups.

Objective: To raise awareness among the university community of the importance of inclusive language.

Measurement:

1.- Maintain the offer of courses related to gender equality and encourage their participation with transversality in the offers for the PTGAS and PDI groups.

Recipients: PTGAS, PDI.

Responsible body: EQUALITY UNIT **Timetable:** academic years 22/23, 23/24, 24/25, 25/26. **Indicators (aspects to be evaluated):** number of actions. **Threshold (starting point):** courses delivered in 2021.

Method of evaluation: According to the model of the monitoring sheet. Each academic course.

2.- Disseminate the inclusive language guide and include them in the reception plans.

Target audiences: PTGAS, PDI, STUDENTS.

Responsible body: EQUALITY UNIT, MANAGEMENT, SCHOOL DIRECTORS, VICE-RECTORATE FOR TEACHING STAFF.

Timing: 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): Development and dissemination of an inclusive language manual. Evaluate the impact of the guideline on PTGAS and PDI.

Threshold (starting point): web resources Equality Unit. **Method of evaluation:** According to the model of the monitoring sheet. Each academic course.

3.- Make promotional videos about the importance of inclusive language.

Target audiences: PTGAS, PDI, STUDENTS. **Responsible body:** EQUALITY UNIT. **Timing:** 24/25, 25/26 courses.

Indicators (aspects to be evaluated): number of videos, evidence of promotion.

Threshold (starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. Each academic course.

3.1.2. Continue with the elaboration of the diagnoses on the situation of gender equality in the University with their biannual update.

Objective: To work with all university groups (PTGAS, PDI and students) to achieve the principle of equality between men and women in access to university studies, in success in them (students), and in professional promotion (PTGAS and PDI).

Measurement:

4.- To obtain the information to verify the situation of the university community with respect to compliance with the principle of equality between women and men in all its areas of action and to prepare the diagnosis of the situation.

Target audiences: PTGAS, PDI, STUDENTS. **Responsible body:** EQUALITY UNIT **Timing:** academic years 23/24, 25/26.

Indicators (aspects to be evaluated): data extracted from DATUZ.

Threshold (starting point): 20/21 course diagnosis.

Method of evaluation: According to the model of the monitoring sheet. Each academic course.

3.1.3. Continue with initial and continuous training processes that include issues of equality and gender perspective for all groups.

Objective: To achieve the principle of gender equality between women and men through training.

Measurement:

5.- Provide continuous and mandatory training on equality plans and harassment protocol, especially for academic positions and those above 26 in PTGAS.

Recipients: PTGAS, PDI.

Responsible body: MANAGEMENT, EQUALITY UNIT, CIFICE.

Timing: courses 22/23, 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): number of courses taught, number of people trained, number of actions on harassment protocol.

Threshold (starting point): number of actions on equality plans (2021), January and February 2022: 47 women/42 men.

Method of evaluation: According to the model of the monitoring sheet. Every academic year.

Workspace 3.2. SALARY AUDIT.

3.2.1. Analyze data from the remuneration concepts of PTGAS and PDI.

Objective: To obtain the information to verify whether the principle of equal pay is complied with.

Measurement:

6.- Improve the conditions for obtaining variable bonuses (five-year periods, six-year periods and others) for public employees where inequalities are observed.

Recipients: PTGAS, PDI.

Responsible body: VICE-MANAGEMENT OF HUMAN RESOURCES

Timing: courses 22/23, 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): analysis of the remuneration audit.

Threshold (starting point): diagnostic report.

Method of evaluation: According to the model of the monitoring sheet. Every academic year.

Workspace 3.3. PROMOTION.

3.3.1. Establish neutral criteria in the design of PTGAS TPRs and review the requirements and required profile from a gender perspective.

Objective: To update the PTGAS TPN with job titles without gender bias.

Measurement:

7.- Apply the inclusive language manual to the typology of TPN posts by studying them by a working group appointed for this purpose.

Recipients: PTGAS.

Responsible body: VICE-MANAGEMENT OF HUMAN RESOURCES

Timing: 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): constitution of the working group, modification of the TPN.

Threshold (starting point): TPN 2021.

Method of evaluation: According to the model of the monitoring sheet. From the 24/25 academic year.

3.3.2. Ensure that all calls for selection and promotion are formulated on equal terms.

Objective: To ensure a balanced composition of women and men in commissions and tribunals in selection processes.

Measurement:

8.- Control the composition of the commissions and tribunals in accordance with the Equality Plan.

Recipients: PTGAS, PDI.

Responsible body: VICE-MANAGEMENT OF HUMAN RESOURCES, VICE-RECTORATE FOR TEACHING STAFF

Timing: courses 22/23, 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): number of calls published, number of calls with a balance between men and women. **Threshold (starting point):** 2021 calls.

Method of evaluation: According to the model of the monitoring sheet. Each academic course.

3.3.3. To analyse the aspects that, indirectly, hinder women's access to teaching positions.

Objective: To find the causes of the difficulties, in order to be able to propose measures.

Measurement:

9.- Carry out the corresponding analysis.

Recipients: PDI.

Responsible body: OFFICE OF THE VICE-RECTOR FOR TEACHING OFFICE OF THE VICE-RECTOR FOR CULTURE AND SOCIAL PROJECTION

Timetable: 23/24, 25/26.

Indicators (aspects to be evaluated): analysis carried out, number of samples.

Threshold (starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. After the analysis, academic year 24/25 and 26/27.

Objective: To guarantee gender mainstreaming in the selection procedures for teaching and research staff (art. 4 bis section 5 of the Science Law).

Measurement:

10.- Adjust the deadlines for access competitions and in the hiring of teaching and research staff.

Recipients: PDI.

Responsible body: OFFICE OF THE VICE-RECTOR FOR TEACHING STAFF.

Timing: 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): calls for previous years.

Threshold (starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. After the adaptation, academic year 24/25 and successive.

Workspace 3.4. WORKING CONDITIONS.

3.4.1. Include occupational health with a gender perspective in the evaluation, planning and adoption of preventive measures.

Objective: To promote preventive health care from a gender perspective.

Measurement:

11.- To give courses and conferences and promote campaigns to promote women's health.

Recipients: PTGAS, PDI.
Responsible body: HEALTH AND SAFETY COMMITTEE, MANAGEMENT
Timetable: 23/24, 25/26.
Indicators (aspects to be evaluated): number of courses and actions.
Threshold (starting point): Prevention Plan.
Method of evaluation: According to the model of the monitoring sheet. Every two years.

Workspace 3.5. IMPLEMENT EQUALITY IN GOVERNING AND REPRESENTATIVE BODIES.

3.5.1. Promote parity in collegiate and single-member bodies.

Objective: To correct the under-representation of women in management and representative bodies.

Measurement:

12.- Establish incentives that encourage female participation.

Target audiences: PTGAS, PDI, STUDENTS.
Responsible body: GOVERNING COUNCIL. **Timetable:** 23/24, 25/26.
Indicators (aspects to be assessed): balanced composition of bodies.
Threshold (starting point): 2021 data.
Method of evaluation: According to the model of the monitoring sheet. After the forecast of its start-up, academic year 24/25.

13.- Modify the regulations that regulate electoral processes to guarantee parity.

Target persons: PTGAS, PDI, STUDENTS.
Responsible body: GENERAL SECRETARIAT
Timing: Courses 23/24, 24/25, 25/26.
Indicators (aspects to be evaluated): number of standards adopted or amended, evolution of the equality rate.
Threshold (starting point): 2021 data.
Method of evaluation: According to the model of the monitoring sheet. After the forecast of its start-up, academic year 24/25.

14.- To analyse the causes that affect the lack of incorporation of women into the management of centres, institutes and departments.

Recipients: PDI.
Responsible body: EQUALITY UNIT
Timetable: 23/24, 25/26.
Indicators (aspects to be evaluated): evaluation report.
Threshold (starting point): 2021 data.
Method of evaluation: According to the model of the monitoring sheet. After the forecast of its start-up, academic year 24/25.

3.5.2. Promote measures for balance in the composition of the representative bodies of the PTGAS and PDI.

Objective: To correct the underrepresentation of women on the Board and in the Works Council of the PTGAS and PDI.

Measurement:

15. Create incentives for women's participation and ensure that trade union organizations that present electoral lists do so with a balanced composition.

Recipients: PTGAS, PDI.

Responsible body: TRADE UNIONS. **Timing:**

courses 22/23, 23/24, 24/25, 25/26. **Indicators**

(aspects to be evaluated): lists presented. **Threshold**

(starting point): 2021 data.

Method of evaluation: According to the model of the monitoring sheet. Every electoral process.

AXIS 4. CO-RESPONSIBLE WORK-LIFE BALANCE.

This axis alludes to the reconciliation of personal, family and work life from the co-responsibility of men.

Organic Law 3/2007, of 22 March, for the effective equality of women and men (Equality Law), which develops this concept more extensively. The Law itself recognises that both the reconciliation of personal, family and work life, as well as the co-responsibility between women and men in the assumption of family obligations, are authentic criteria that inspire the regulations. Thus, article 14.8 establishes that the following shall be general criteria for action by the public authorities: "The establishment of measures to ensure the reconciliation of work and personal and family life of women and men, as well as the promotion of co-responsibility in domestic work and in family care".

The II Equality Plan of the University of Zaragoza is committed to changing attitudes that allow for a co-responsible work-life balance, supported by a new organisational culture in favour of care on the level of equality between women and men.

The objectives of this axis are:

- To publicize and make visible the real situation at the University of Zaragoza in terms of work-life balance and co-responsibility.
- Neutralize existing barriers.
- Adapt existing legal instruments to current regulations and ensure compliance with them.
- Adopt measures of conciliation and co-responsibility for the student, build a conciliatory space and promote co-responsibility among the university community.
- Facilitate the reconciliation of work life with personal and family life.
- Incorporate measures on work-life balance and co-responsibility into collective bargaining.
- To publicise existing measures in the field of work-life balance and co-responsibility that the university community can make use of.

In this Axis 4 on work-life balance and co-responsibility, 13 measures are foreseen.

Workspace 4.1. TO KNOW THE POINTS TO IMPROVE IN THE FIELD OF WORK-LIFE BALANCE WITHIN THE UNIVERSITY

4.1.1. To promote and carry out a diagnostic study of the legal situation of conciliation and co-responsibility in the UZ.

Objective: To publicize and make visible the real situation in the UZ in terms of conciliation and co-responsibility.

Measurement:

1.- Analyze the different legal instruments, through the preparation of a report.

Recipients: PTGAS, PDI. **Responsible**

body: MANAGEMENT **Timing:** 22/23

academic years.

Indicators (aspects to be evaluated): monitoring and proposals for improvement.

Threshold (starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. First course and revision the fourth.

4.1.2. Identification of the main reconciliation difficulties presented by both the PDI and the PTGAS based on the measures already in place.

Objective: To neutralize existing barriers.

Measurement:

2.- Carry out a satisfaction survey in relation to the measures recognized the Concilia Plan and their use among the staff.

Recipients: PTGAS, PDI.

Responsible body: MANAGEMENT, VICE-RECTORATE FOR TEACHERS

Timetable: academic years 22/23, 23/24.

Indicators (aspects to be evaluated): measures taken.

Threshold (starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. First course and revision the fourth.

4.1.3. Revision of the Concilia Plan and establishment of measures for data monitoring.

Objective: To adapt existing legal instruments to current regulations and to ensure compliance with them.

Measurement:

3.- Develop a new instrument that adapts to current legislation, taking into account the gender perspective in the activities carried out by public employees of the University of Zaragoza.

Recipients: PTGAS, PDI.

Responsible body: BOARD OF DIRECTORS, MNUZ

Timetable: 23/24 academic years.

Indicators (aspects to be evaluated): instruments adopted.

Threshold (starting point): Current Concilia Plan.

Method of evaluation: According to the model of the monitoring sheet. Adoption in the second year.

4.1.4. Identification of students' needs in terms of work-life balance and co-responsibility.

Objective: Adoption of conciliation and co-responsibility measures for students.

Measurement:

4.- Identify the needs for work-life balance and co-responsibility

Target audience: STUDENTS.

Responsible body: OFFICE OF THE VICE-RECTOR FOR STUDENTS AND EMPLOYMENT, EQUALITY UNIT

Timetable: 23/24, 24/25 academic years.

Indicators (aspects to be evaluated): analysis carried out.

Threshold (starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. Second and third year.

5.- Adopt measures, including the holding of information sessions and the modification of regulations, to facilitate the development of training and curricular activities for students with work-life balance needs.

Target audience: STUDENTS.

Responsible body: OFFICE OF THE VICE-RECTOR FOR STUDENTS AND EMPLOYMENT.

Timetable: 23/24, 24/25 academic years.

Indicators (aspects to be evaluated): measures taken.

Threshold (starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. Second and third year.

Workspace 4.2. MAKING THE UZ A CONCILIATORY SPACE

4.2.1. To have spaces to facilitate work-life balance and correspondence in the centres.

Objective: To facilitate the reconciliation of work, personal and family life.

Measurement:

6.- Locate the rooms in each centre and enable them for breastfeeding, signposting and promoting their use.

Target audiences: PTGAS, PDI, STUDENTS.

Responsible body: OFFICE OF THE VICE-RECTOR FOR SUSTAINABLE PLANNING AND INFRASTRUCTURES, CENTRES

Timetable: 23/24 academic years.

Indicators (aspects to be evaluated): number of spaces enabled and their publicity.

Threshold (starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. Second course and review each course.

7.- Prioritise the use of the car park to facilitate work-life balance.

Recipients: PDI.

Responsible body: OFFICE OF THE VICE-RECTOR FOR PLANNING, SUSTAINABILITY AND INFRASTRUCTURES.

Timetable: 23/24 academic years.

Indicators (aspects to be evaluated): number of uses.

Threshold (starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. Second course and review each course.

4.2.2. Elaboration of a procedure for the preferential choice of time slots by teachers with care needs in their charge.

Objective: To facilitate the reconciliation of work, personal and family life.

Measurement:

8.- Include in the Concilia Plan a section that includes the preference of teachers with care needs in their charge in the processes of choosing time slots.

Recipients: PDI.

Responsible body: OFFICE OF THE VICE-RECTOR FOR TEACHING S

Timetable: 23/24, 24/25 academic years.

Indicators (aspects to be evaluated): procedure carried out.

Threshold (starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. Second and third year.

4.2.3. Adapt working and teleworking time for the PTGAS with care needs in their care.

Objective: To facilitate the reconciliation of work, personal and family life.

Measurement:

9.- Include in the Concilia Plan a section that includes the flexibility of the working day and teleworking for administrative and service staff with care needs in their care.

Recipients: PTGAS. **Responsible body:**

MANAGEMENT **Timing:** courses 23/24, 24/25.

Indicators (aspects to be evaluated): procedure carried out, normative.

Threshold (starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. Second and third year.

4.2.4. Establish agreements with nursery schools and day centres close to the University Campuses.

Objective: To facilitate work-life balance among staff who have responsibilities related to the upbringing and care of dependents.

Measurement:

10.- Carry out an economic evaluation of the viability of a project for the concert of nursery schools, toy libraries, children's libraries, summer camps and day centres.

Target persons: PDI, PTGAS.

Responsible body: OFFICE OF THE VICE-RECTOR FOR TRANSFER AND TECHNOLOGICAL INNOVATION

Timetable: 23/24 academic years.

Indicators (aspects to be evaluated): number of agreements signed and monitoring of use.

Threshold (starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. From the second year onwards.

Workspace 4.3. PROMOTE CO-RESPONSIBILITY AMONG THE UNIVERSITY COMMUNITY.

4.3.1. To transfer proposals to the negotiation of the new conventions that are being negotiated on equality at work and co-responsible conciliation.

Objective: To incorporate measures on work-life balance and co-responsibility into collective bargaining.

Measurement:

11.- Create a model document of proposals and suggestions to be conveyed to the parties belonging to the UZ that are part of the negotiation processes.

Recipients: PTGAS, PDI.

Responsible body: NEGOTIATING COMMITTEES FOR COLLECTIVE AGREEMENTS AND AGREEMENTS.

Timetable: academic years 22/23, 23/24.

Indicators (aspects to be evaluated): number of agreements signed and number of clauses incorporated.

Threshold (starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. First and second courses.

4.3.2. Promotion of correspondence and work-life balance in all university settings.

Objective: To raise awareness of existing measures in the field of work-life balance and co-responsibility that the university community can make use of.

Measurement:

12.- Carry out an annual campaign, coinciding with the National Day of Work-Life Balance and Co-responsibility in Spain (23 March), to publicise the measures included in the Concilia Plan and the Plan aimed at students.

Target audiences: PTGAS, PDI, STUDENTS.

Responsible body: BOARD OF DIRECTORS. **Timing:** 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): number of actions carried out.

Threshold (starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. Every course.

4.3.3. To analyze an experimental model of intelligent, flexible and delocalized work meetings (PTGAS and PDI), following the Virtual Meetings in Public Agencies model of the Nordic countries.

Objective: To facilitate the reconciliation of work, personal and family life.

Measurement:

13.- Include in internal regulations the prioritization of online meetings over face-to-face meetings as long as this need is communicated by any of the attendees.

Recipients: PTGAS, PDI. **Responsible body:** MANAGEMENT. **Timetable:** academic year 22/23.

Indicators (aspects to be evaluated): number of instructions.

Threshold (starting point): current situation.

Method of evaluation: According to the model of the monitoring sheet. First course and evaluation of the model in subsequent courses.

AXIS 5. PREVENT HARASSMENT AND GENDER-BASED VIOLENCE, ACT IN RELATED SITUATIONS AND PROTECT VICTIMS.

Article 1 of Organic Law 1/2004 of 28 December 2004 on Comprehensive Protection Measures against Gender-Based Violence provides: "1. The purpose of this Act is to act against violence which, as a manifestation of discrimination, unequal situations and power relations between men and women, it is exercised over them by those who are or have been their spouses or by those who are linked to them by similar relationships of affection, even if they do not live together."

For this reason, we can affirm that gender-based violence, violence against women, is that which women suffer for the mere fact of being women. And in this regard, Spanish universities, as part of the Public Administration in Spain, are committed to the eradication of such violence. As stated in the Preamble to Organic Law 4/2007 of 12 April 2007, amending Organic Law 6/2001 of 21 December 2001 on Universities, "The challenge of today's society to achieve a tolerant and egalitarian society, in which fundamental rights and freedoms and equality between men and women are respected, it must certainly reach the university."

From the University of Zaragoza, this need translates into the approval of a new Protocol for the prevention, detection and action against sexual harassment, based on sex, sexual orientation, expression or gender identity last July

2021, and the creation of the Office of Harassment Prevention and Response (OPRA). In addition, all our efforts are aimed at eradicating this social scourge through prevention, awareness-raising and training actions, preferably in our agenda of actions, which in this II Equality Plan are included in the fifth axis, expressed through the following specific objectives:

- Apply the instruments of the University of Zaragoza adapted to the social reality.
- To inform and train all persons in the University who hold positions of responsibility of the contents of the Protocol.
- To inform the entire university community of the Protocol.
- Raise awareness and demystify patterns and stereotypes that promote harassment and discrimination.
- To publicize all the work carried out by the University of Zaragoza in terms of prevention and response to harassment of the university community.
- To make the Protocol known to the collaborating companies, as well as to the entities in which the students carry out their external internships.
- Improve the response and prevention of bullying at the University.

The achievement of these objectives will contribute significantly to the development, implementation and proper functioning of the II Equality Plan of the University of Zaragoza.

In this Axis 5 on the prevention of harassment and gender-based violence, 15 measures are foreseen.

Workspace 5.1. APPLICATION OF THE HARASSMENT PROTOCOL.

5.1.1. Apply the updated instruments on harassment available at the University of Zaragoza (SEE ANNEX No. I -Proto-code for the prevention, detection and action against sexual harassment based on sex, sexual orientation, gender expression or identity at the University of Zaragoza).

Objective: To apply the UZ instruments adapted to the social reality.

Measurement:

1.- Apply the Protocol for the prevention, detection and action against sexual harassment based on sex, sexual orientation, gender expression or identity in the UZ.

Target audiences: PTGAS, PDI, STUDENTS. **Responsible body:** EQUALITY UNIT, OPRA **Timing:** 22/23, 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): protocol document.

Threshold (starting point): current situation.

Method of evaluation: According to protocol and according to the model of the follow-up sheet. Revision of the document every two academic years.

2.- Promote the Office of Harassment Prevention and Response (OPRA).

Target audiences: PTGAS, PDI, STUDENTS.

Responsible body: OFFICE OF THE VICE-RECTOR FOR CULTURE AND SOCIAL PROJECTION, EQUALITY UNIT, OPRA

Timing: courses 22/23, 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): location of the OPRA, information on the website of the Equality Unit.

Threshold (starting point): current situation.

Method of evaluation: According to protocol and according to the model of the follow-up sheet. Review each academic year.

3.- Publish an open and public call, to have a list of internal professionals of the university community, of recognized competence in matters of gender, LGTBIQ+, occupational health and/or resolution of interpersonal conflicts, who will perform the function of expertise on complaints or denunciations of possible cases of sexual harassment and harassment based on sex, sexual orientation, gender expression, or gender identity.

Target audiences: PTGAS, PDI, STUDENTS.

Responsible body: OFFICE OF THE VICE-RECTOR FOR CULTURE AND SOCIAL PROJECTION, EQUALITY UNIT, OPRA

Timetable: 22/23, 24/25.

Indicators (aspects to be evaluated): open call, published resolutions, list of confidential advisors.

Threshold (starting point): current situation.

Method of evaluation: According to protocol and according to the model of the follow-up sheet. Revision of the document every two academic years.

Workspace 5.2. TRAINING AND AWARENESS-RAISING ON BULLYING PREVENTION.

5.2.1. To train and inform the university community on the prevention and response to harassment.

Objective: To inform and train all the people of the University who hold positions of responsibility of the content of the Protocol.

Measurement:

4.- Provide mandatory training sessions on the content of the Protocol.

Recipients: BOARD OF DIRECTORS, SINGLE-MEMBER BODIES, DEAN'S TEAMS, DEPARTMENT DIRECTORATES, DIRECTORS OF RESEARCH INSTITUTES, DIRECTORATES OF HALLS OF RESIDENCE OR UNIVERSITY RESIDENCES, UNIT MANAGERS.

Responsible body: EQUALITY UNIT, OPRA

Timetable: 23/24, 25/26.

Indicators (aspects to be evaluated): training material, calls, list of attendees.

Threshold (starting point): current situation.

Method of evaluation: According to protocol and according to the model of the follow-up sheet. Revision of the document every two academic years.

Objective: To inform the entire university community of the Protocol.

Measurement:

5.- Carry out general and specific training programs.

Target audiences: PTGAS, PDI, STUDENTS.

Responsible body: EQUALITY UNIT, OPRA

Timing: 22/23, 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): training material, calls, list of attendees.

Threshold (starting point): current situation.

Method of evaluation: According to protocol and according to the model of the follow-up sheet. Review each academic year.

5.2.2. To promote the implementation of activities for the different groups of the university community.

Objective: To raise awareness and demystify patterns and stereotypes that promote harassment and discrimination.

Measurement:

6.- Organize talks, debates, workshops, seminars or other activities for the different groups of the university community.

Target audiences: PTGAS, PDI, STUDENTS.

Responsible body: EQUALITY UNIT, OPRA

Timing: 22/23, 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): training material, calls, posters/advertising.

Threshold (starting point): current situation.

Method of evaluation: According to protocol and according to the model of the follow-up sheet. Review each academic year.

Workspace 5.3. DISSEMINATION OF THE PROTOCOL.

5.3.1. Create reference material for the university community.

Objective: To raise awareness and demystify patterns and stereotypes that promote harassment and discrimination.

Measurement:

7.- Develop and disseminate a code of good practices on the prevention of sexual harassment based on sex, sexual orientation and gender expression or identity.

Target audiences: PTGAS, PDI, STUDENTS. **Responsible body:** EQUALITY UNIT, OPRA **Timing:** academic years 23/24.

Indicators (aspects to be evaluated): code of good practice, posters/advertising.

Threshold (starting point): current situation.

Method of evaluation: According to protocol and according to the model of the follow-up sheet. Revision, once published, every two academic years.

8.- Develop and disseminate a guide to university resources against gender-based violence that includes instruments aimed at preventing and detecting it early.

Target audiences: PTGAS, PDI, STUDENTS. **Responsible body:** EQUALITY UNIT, OPRA **Timing:** 24/25 courses.

Indicators (aspects to be evaluated): resource guide, posters/publicity.

Threshold (starting point): current situation.

Method of evaluation: According to protocol and according to the model of the follow-up sheet. Revision, once published, every two academic years.

5.3.2. Dissemination of the Protocol for the Prevention, Detection and Action against Sexual Harassment on the basis of sex, sexual orientation, expression or gender identity in the UZ.

Objective: To publicize all the work carried out by the UZ in terms of prevention and response to harassment in the university community.

Measurement:

9.- To carry out information sessions in the different centres and camps of the University.

Target audiences: PTGAS, PDI, STUDENTS. **Responsible body:** EQUALITY UNIT, OPRA **Timing:** 22/23, 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): activity material, number of activities carried out, posters/advertising.

Threshold (starting point): current situation.

Method of evaluation: According to protocol and according to the model of the follow-up sheet. Review each academic year.

10.- Develop and distribute posters, informative leaflets, as well as multimedia material for use on social networks.

Target audiences: PTGAS, PDI, STUDENTS.

Responsible body: EQUALITY UNIT, OPRA
Timetable: academic years 22/23.

Indicators (aspects to be evaluated): material for dissemination, number of communications, posters/advertising.

Threshold (starting point): current situation.

Method of evaluation: According to protocol and according to the model of the follow-up sheet. Main campaign in the next academic year and revision every two years.

11.- Publish the Protocol on the UZ website, as well as information on the public resources of the University itself to address this problem.

Target audiences: PTGAS, PDI, STUDENTS.

Responsible body: EQUALITY UNIT, OPRA
Timing: 22/23, 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): evidence on the UZ website.

Threshold (starting point): current situation.

Method of evaluation: According to protocol and according to the model of the follow-up sheet. Review each academic year.

12.- Include the Protocol in all HR policy: reception, selection, collective bargaining, work environment, training and internal communication.

Target audiences: PTGAS, PDI, STUDENTS.

Responsible body: VICE-MANAGEMENT OF HUMAN RESOURCES

Timing: courses 22/23, 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): evidence in the HR policy.

Threshold (starting point): current situation.

Method of evaluation: According to protocol and according to the model of the follow-up sheet. Review each academic year.

Objective: To make the Protocol known to the collaborating companies, as well as to the entities in which the students carry out their external internships.

Measurement:

13.- To urge compliance with the same, as well as to positively assess, within the award criteria to be considered by the contracting authority in the specifications that govern the administrative procedure, that is processed for the award of a service contract.

Recipients: COLLABORATING COMPANIES. **Responsible body:** EQUALITY UNIT, OPRA
Timing: 22/23, 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): material for communication to companies, number of communications.

Threshold (starting point): current situation.

Method of evaluation: According to protocol and according to the model of the follow-up sheet. Review each academic year.

Workspace 5.4. ORGANIZATION AND FOLLOW-UP.

5.4.1. Knowledge management in cases of harassment and search for improvement.

Objective: To improve the prevention and response to bullying at the University.

Measurement:

14. To draw up a confidential internal register of the actions carried out in application of the Protocol.

Target audiences: PTGAS, PDI, STUDENTS. **Responsible body:** EQUALITY UNIT, OPRA **Timing:** 22/23, 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): registration model.

Threshold (starting point): current situation.

Method of evaluation: According to protocol and according to the model of the follow-up sheet. Review each academic year.

15.- Prepare a report, each academic year, on the different actions and cases, maintaining at all times the anonymity of the people involved.

Target audiences: PTGAS, PDI, STUDENTS, SOCIETY IN GENERAL.

Responsible body: EQUALITY UNIT, OPRA

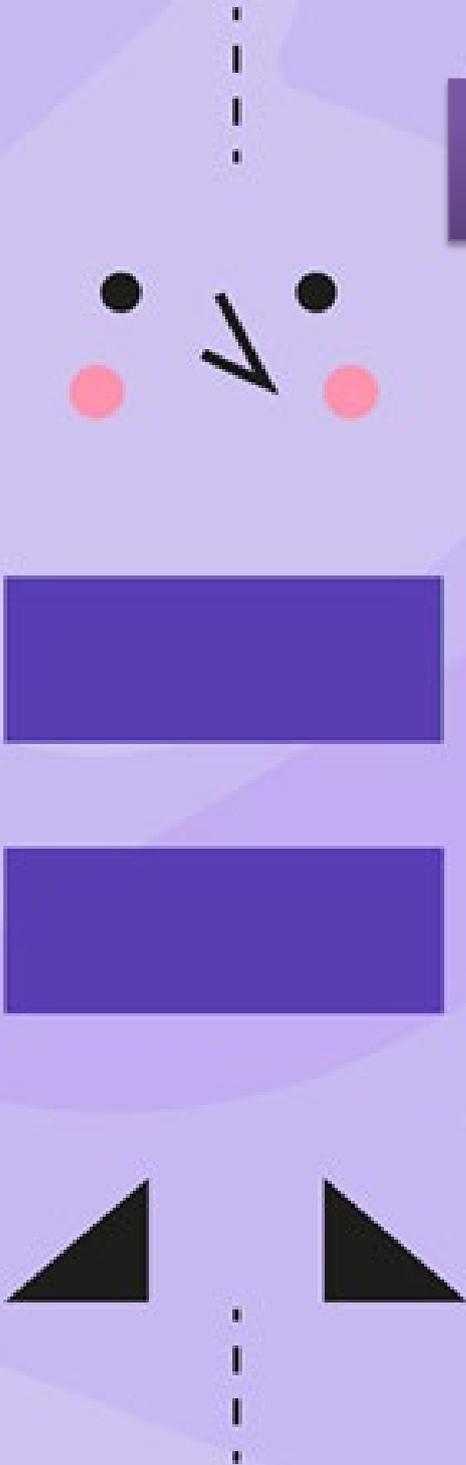
Timing: courses 22/23, 23/24, 24/25, 25/26.

Indicators (aspects to be evaluated): report, presentation to the Governing Council, summary evidence on the Transparency Portal.

Threshold (starting point): current situation.

Method of evaluation: According to protocol and according to the model of the follow-up sheet. Review each academic year.

Annexes



ANNEX I

PROTOCOL FOR THE PREVENTION, DETECTION AND ACTION AGAINST SEXUAL HARASSMENT, BASED ON SEX, SEXUAL ORIENTATION AND GENDER EXPRESSION OR IDENTITY

nuevo
protocol
 prevention, detection and action against
acoso
 sexual by reason of Sex,
 Sexual Orientation, Expression
 or gender identity of the
University of Zaragoza

IF WE CAN HELP YOU, YOU'LL FIND US IN THE

OPRA
 Office of Harassment Prevention and Response

976 76 29 39
 opra@unizar.es

University of Zaragoza San
 Francisco Campus.
 University Services Building
 (Old Teachers' Residence) 5th left. C/Pedro
 Cerbuna 12, 50009, Zaragoza

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PROTOCOL FOR THE PREVENTION, DETECTION AND ACTION AGAINST SEXUAL HARASSMENT, BASED ON SEX, SEXUAL ORIENTATION, GENDER EXPRESSION OR IDENTITY AT THE UNIVERSITY OF ZARAGOZA

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ABBREVIATIONS INDEX

BOUZ	Official Gazette of the University of Zaragoza
IGS	General Inspectorate of Services
THE	Organic law
OPRA	Office of Harassment Prevention and Response
PAS	Administration and Services Staff
PDI	Teaching and Research Staff
POUZ	University Orientation Plan
TFG	Final Degree Project
Master's Thesis	Master's Thesis
UZ	University of Zaragoza



PREAMBLE

Respect for the dignity and privacy of individuals, the fight against all forms of discrimination, the promotion of effective equality between women and men, the guarantee of health and safety and physical and moral integrity are fundamental rights enshrined in the Spanish Constitution, of the entire University Community that the University of Zaragoza, As a public institution, it has an obligation to guarantee.

To preserve these rights, the University of Zaragoza, through the Office of the Vice-Rector for Culture and Social Projection, the Secretariat for Social Projection and Equality and the Observatory for Gender Equality, proactively assumes the mission of promoting an academic and work environment free of sexual harassment, based on sex, sexual orientation and gender expression or identity. as well as to sanction any conduct that leads to such situations. In any case, the University of Zaragoza will ensure that the assistance and protection of victims will be carried out by applying the principles of secrecy, confidentiality, respect, professionalism, speed, objectivity and impartiality.

It should be remembered that sexual harassment and harassment based on sex, sexual orientation and gender expression or identity are an attack on the dignity of people, classified as a very serious offence and that they trigger the protection measures established for this type of conduct by Royal Legislative Decree 5/2015. of 30 October, approving the Revised Text of the Law on the Basic Statute of Public Employees and Royal Decree 1791/2010, of 30 December, approving the Statute of University Students.

For this reason, the purpose of this protocol is to define, implement and communicate to the entire university community the framework of action to be taken advantage of when they consider that their right to privacy, sexual orientation and gender expression and identity, self-image and dignity is perceived to be violated.

In application of this policy, it is essential to recognise the role of trade union representation in the prevention and reporting of situations of sexual harassment and harassment based on sex, sexual orientation, gender expression or gender identity and the monitoring of compliance with labour regulations and the representation of staff who expressly request it.

CHAPTER I: GENERAL PROVISIONS

1.1.- PURPOSE OF THIS PROTOCOL

1.1.1.- Objectives

The purpose of this protocol is to prevent possible situations of sexual harassment and harassment based on sex, sexual orientation, gender expression or identity within the University of Zaragoza, as well as to design the set of actions to be followed in the event that these occur, without prejudice to the appropriate legal actions to which you may be entitled and freely exercise.

It is also the rapid resolution of complaints and complaints related to harassment based on sex, sexual orientation, gender expression or identity, which will be processed and, where appropriate, resolved with due guarantees.

1.1.2.- Specific objectives

1. Inform, train and sensitize the members of the University of Zaragoza community on sexual harassment and harassment based on sex, sexual orientation and gender expression or identity, establishing guidelines to identify such situations and prevent them from occurring.
2. Have the specific organization and the necessary measures to attend to and resolve the cases that materialize.
3. Guarantee the safety, integrity, and dignity of the persons affected, as well as recommend the application of the provisional and precautionary measures that are appropriate in each case to guarantee the protection of the alleged victims at all times.

1.2.- SCOPE OF APPLICATION

This protocol will be applicable to the entire university community, i.e. students taking any study offered by the University, teaching and research, administrative and service staff, including collaborating entities and contracted and subcontracted companies linked to it. It will also apply to anyone who has another type of relationship with the University, such as collaborators, internship tutors, co-supervisors of TFG, TFM or doctoral theses, members of examination boards, lecturers, staff of own studies, researchers with offices at the university.

1.3.- DEFINITIONS

Sexual harassment: any behaviour, verbal or physical, of a sexual nature that has the purpose or effect of violating the dignity of a person, in particular when it creates an intimidating, degrading or offensive environment.

Harassment on the basis of sex: any behaviour based on a person's sex with the purpose or effect of violating their dignity and creating an intimidating, degrading or offensive environment.

Harassment based on sexual orientation, gender expression or identity: any behaviour by action or omission that, for reasons of sexual orientation, gender expression or identity or membership of an LGTBIQ+ family group, is carried out with the purpose or effect of violating dignity and creating an intimidating, hostile, degrading, offensive or segregating environment.

The conditioning of a right or an expectation of a right on the acceptance of a situation constituting sexual harassment or harassment on grounds of sex shall also be considered an act of discrimination on grounds of sex, sexual orientation, gender expression or identity.

Any unfavourable treatment related to pregnancy, maternity, paternity or other family care will also be covered by the application of this protocol when the requirements defined in the previous section are met.

Cyberbullying: also called **virtual harassment**, it is the use of social networks to annoy or harass a person or group of people, through personal attacks, disclosure of confidential or false information, among other means. Acts of cyberaggression have specific characteristics, which are the anonymity of the aggressor, its speed and its reach.

Indemnity against retaliation: any adverse treatment or negative effect that occurs on a person as a result of the presentation by him or her of a complaint, claim, denunciation, demand or remedy, of any kind, aimed at preventing discrimination against him or her and demanding effective compliance with the principle of equal treatment between women and men.

Persons involved in the procedure **shall be considered to be** all University personnel (academic officials, administrative staff, confidential advisors and experts who may participate in the investigation or in the care of the victim) who have knowledge of the facts, and are obliged at all times to guarantee the principles of acting in good faith, respect for the dignity of persons, impartiality in treatment, secrecy and speed.

The alleged victim or victims, the person or persons who are the subject of the complaint or denunciation, and the person or persons who file the complaint or denunciation, if they are different from the victim, **shall be considered to be** affected persons.

Positions of Responsibility **in the University are** all those people who have staff under their charge and academic authorities (Rector, members of the Board of Directors, Directors of Secretariats, Deans, members of dean's teams, directors of departments, vice-managers, heads of service, directors of service)

In any case, sexual harassment and harassment on the basis of sex, sexual orientation, expression or identity of a person shall be considered discriminatory, and therefore strictly prohibited.

gender, as well as any order to discriminate directly or indirectly on the basis of sex, sexual orientation, gender expression or identity.

Notwithstanding the above, article 184 of the Penal Code in force criminalizes sexual harassment in the following terms:

1. *Any person who solicits favours of a sexual nature, for himself or for a third party, in the context of a continuous or habitual employment, teaching or service relationship, and by such behaviour causes the victim an objective and seriously intimidating, hostile or humiliating situation, shall be punished, as a perpetrator of sexual harassment, by imprisonment for a term of three to five months or a fine of six to ten months.*
2. *If the offender of sexual harassment has committed the act taking advantage of a position of superiority in the workplace, teaching or hierarchy, or with the express or tacit announcement of causing the victim harm related to the legitimate expectations that the victim may have within the scope of the aforementioned relationship, the penalty shall be imprisonment for five to seven months or a fine of 10 to 14 months.*
3. *Where the victim is particularly vulnerable by reason of age, illness or situation, the penalty shall be imprisonment for a term of five to seven months or a fine of 10 to 14 months in the cases referred to in paragraph 1, and imprisonment for a term of six months to one year in the cases provided for in paragraph 2 of this Article.*

1.3.1.- Place of harassment

The prohibition of workplace harassment, sexual harassment or harassment based on sex, sexual orientation, gender expression or identity, or any other type of harassment described herein and inappropriate conduct, includes both the behaviors developed at the University of Zaragoza and those that take place in social functions linked to the academic field, during trips or any work carried out outside the university campus.

The place of harassment will be extended to the circumstances and contexts derived from the use of new technologies and their instrumentalization to exercise cyberbullying.

1.3.2.- Circumstances related to cases of harassment

The diversity of behaviors, scenarios, circumstances and types of harassment requires consideration of a series of references to these elements.

1.3.2.1.- Elements that imply a greater seriousness of the facts

In order to have a series of references on the seriousness of the harassment and its possible impact on the victim, and without prejudice to what is considered disciplinarily when determining the sanctions that, if applicable, may be imposed, a greater seriousness of the facts will be considered in those situations in which:

- The person reported is a repeat offender in the commission of acts of harassment.
- There are two or more victims.

- The victim suffers from some type of physical or mental disability or is a minor.
- The psychological or physical state of the victim has suffered serious alterations, medically accredited.
- Intimidating conduct or retaliation on the part of the aggressor is demonstrated, regardless of the person's relationship with the University of Zaragoza.
- The aggressor has a relationship of power over the victim, regardless of the victim's relationship with the University.
- Pressure or coercion is exerted on the victim, witnesses or people in his or her work or family environment, in order to prevent or hinder the successful outcome of the investigation.
- An aggravating circumstance will always be the situation of temporary or probationary employment and even as an intern of the victim.

Similarly, article 22.4 of the Penal Code considers it an aggravating circumstance when it is done for racist, anti-Semitic or other types of discrimination related to the ideology, religion or beliefs of the victim, the ethnicity, race or nation to which he or she belongs, his or her sex, sexual orientation or identity, gender, the illness he or she suffers from or his or her disability.

1.4.- RESPONSIBLE BODIES AND UNITS

The bodies responsible for the prevention and processing of situations of sexual harassment based on sex, sexual orientation and gender expression or identity will be the following:

- The initiation of the administrative procedure is the responsibility of the Rector of the University or the person delegated by him/her.
- The body responsible for coordinating the actions is the OFFICE FOR THE PREVENTION AND RESPONSE TO HARASSMENT (OPRA), within the Gender Equality Observatory under the Office of the Vice-Rector for Culture and Social Projection, with the aim of developing and coordinating all actions to address harassment at the University of Zaragoza. OPRA will organise its activity around two main lines of action, one aimed at prevention and the other at developing the response to known cases of harassment. This administrative body will centralize and coordinate all procedures.
- The carrying out, if applicable, of a psychosocial risk assessment and/or a medical evaluation, respecting, in any case, the confidentiality of personal and medical data will be the responsibility of the Occupational Risk Prevention Unit of the University of Zaragoza, provided that the complainant is a public employee of the university.
- When the person subject to the psychosocial risk assessment is part of the subjective scope of application of this protocol, but is not salaried personnel, he/she will be a professional of recognized competence in the field designated for this purpose.

the person in charge of carrying out the aforementioned assessment, also respecting, in all cases, the confidentiality of personal and medical data.

- The University of Zaragoza will have a list, compiled by open and public call, of internal professionals of the university community, of recognized competence in matters of gender, LGTBIQ+, occupational health and/or resolution of interpersonal conflicts, who will perform the function of expertise on complaints or denunciations of possible cases of sexual harassment and harassment based on sex, sexual orientation, gender expression, or gender identity. The people who are part of this list will be referred to as Confidential Advisors. These Confidential Advisors may have the support of a person belonging to the PAS of the University of Zaragoza to assist them in their expert work.

1.5.- PRINCIPLES OF ACTION AND COMMITMENTS

The University of Zaragoza, all its centres, departments, units and services, especially through the Office of the Vice-Rector for Culture and Social Projection, must prevent and not tolerate sexual harassment and harassment based on sex, sexual orientation, gender expression or identity in the manner set out herein.

In accordance with article 62 of Organic Law 3/2007 of 22 March 2007 for the effective equality of women and men; Law 18/2018, of 20 December, on equality and comprehensive protection against discrimination on grounds of sexual orientation, gender expression and identity in the Autonomous Community of Aragon; and Law 4/2018, of 19 April, on Gender Identity and Expression and Social Equality and Non-Discrimination of the Autonomous Community of Aragon, this protocol is based on the following commitments:

1. Prevent and not tolerate sexual harassment and harassment based on sex, sexual orientation, gender expression or gender identity.
2. Promote a culture of prevention against bullying through training and information actions through awareness and awareness campaigns for the entire university community.
3. Inform all staff of their duty to ensure respect for people's dignity and right to privacy, as well as equality and non-discrimination on the basis of sex, sexual orientation, gender expression or identity.
4. Safeguard the confidentiality of complaints or reports of facts that could constitute sexual harassment or harassment based on sex, sexual orientation, gender expression or identity, without prejudice to the provisions of the disciplinary regulations.
5. Adopt the necessary protection and mediation measures to protect the victim, regardless of formal presumptions.
6. Attend to and advise victims of harassment, giving them access to the corresponding services, through the Occupational Risk Prevention Unit in the case of public employees -PAS and PDI- and, in the rest of the cases, through professionals of recognized prestige from the University or from the Psychological or Sexological Counseling.
7. Prevent any adverse treatment or negative effect that occurs in a person as a result of the presentation by him or her of a complaint, claim,

complaint, lawsuit or remedy, of any kind, aimed at preventing discrimination against you on the grounds of sexual harassment or harassment based on sex, sexual orientation, gender expression or identity, or that of another person.

8. To denounce, investigate, mediate and, where appropriate, sanction in accordance with the provisions of current regulations any conduct that may constitute sexual harassment and/or harassment based on sex, sexual orientation, gender expression or identity, applying the specific procedure in accordance with the rules of this Protocol.
9. Disseminate and disseminate this Protocol to the entire university community by all means at its disposal.

CHAPTER II: INTERVENTION AGAINST SEXUAL HARASSMENT, BASED ON SEX, SEXUAL ORIENTATION AND GENDER EXPRESSION OR IDENTITY AT THE UNIVERSITY OF ZARAGOZA

2.1.- PRIMARY INTERVENTION: PREVENTION THROUGH AWARENESS-RAISING AND TRAINING

The aim of these measures is to prevent any type of harassment from occurring through awareness-raising, training and the promotion of a culture of respect for gender equality and sexual affective diversity.

2.1.1.- Primary Intervention Measures

2.1.1.1.- Dissemination of the Protocol

- This protocol will be disseminated through the relevant media so that it is known by all members of the university community. To this end, information sessions will be held in the different centres and campuses of the University. The text will also be made known to the collaborating companies, as well as to the entities in which the students carry out their external internships, and they will be urged to ensure that their workers receive information and training on harassment, which may be accredited, positively assessed within the award criteria to be considered by the contracting authority in the specifications that govern the administrative procedure that is Procedure for the award of a service contract.
- A campaign will be carried out to disseminate this protocol through posters, informative leaflets that include a summary and outline of the different phases of the protocol in clear and accessible language, as well as multimedia material for use on social networks.
- The protocol will be included on the University's website, as well as information on public resources and the University itself to address this problem.
- It will be included in the entire Human Resources policy: reception, selection, collective bargaining, work environment, training and internal communication.
- Welcome manuals will be developed and distributed for all PAS and PDI students.

2.1.1.2.- Training and awareness-raising

- Talks, debates, workshops, seminars and other activities will be promoted for the different groups of the university community, aimed at raising awareness and demystifying patterns and stereotypes that promote harassment and discrimination.
- A code of good practice on the prevention of sexual harassment based on sex, sexual orientation and gender expression or identity will be developed and disseminated.
- A guide to university and external resources against gender-based violence will be developed and disseminated, including tools aimed at preventing and detecting situations of discrimination or harassment at an early stage.
- General and specific training programmes will be developed, aimed at all groups of the University: students, administrative and service staff, teaching and research staff. In particular, training will be provided to people who hold positions of responsibility and tutors of the University Orientation Plan (POUZ). These training modules will entail the granting of credits.
- In particular, a specific training programme will be developed for the Board of Directors, single-member bodies, dean's teams, Department Directorates, Directors of Research Institutes and Directorates of Residence Halls or university residences, as well as Unit Managers, the completion of which will be compulsory.

2.1.1.3.- Organization and management

- A confidential internal register of all proceedings shall be compiled.
- An annual report on the number of interventions and their consequences will be prepared and published.
- The dedication of teaching and research staff who participate in the actions and activities provided for in this protocol will be recognised and facilitated, provided that teaching or work needs allow it, through the available mechanisms.

2.2.- SECONDARY INTERVENTION: DETECTION AND INTERVENTION IN HIDDEN HARASSMENT

The objective of this intervention is to detect, through specific actions or as a result of Primary Intervention measures, possible cases of harassment, especially those situations in which the harassment takes place with invisibility and impunity, and, where appropriate, to apply the appropriate measures to resolve the situation and provide the necessary support to the victim.

Once the case has been detected, a proactive approach will be adopted, offering victims the information, advice and attention necessary to continue with the procedure, informing them of their rights and of the legal actions that may be taken outside the university environment.

2.2.1.- Secondary Intervention Measures

- Psychosocial risk assessments will be carried out to detect possible situations or behaviours of harassment and thus be able to prevent them.
- Questions will be included in the work environment questionnaires to detect possible situations or behaviors of harassment and gender-based violence.
- The commissions created by the quality system of the University of Zaragoza and the Technical Evaluation Commission will inform the OPRA of any indication of possible cases of harassment that may be detected through the evaluation surveys of the teaching staff.
- A virtual mailbox will be set up where students and staff can anonymously raise situations of harassment or discrimination as well as proposals for improvement. However, in no case will complaints sent through this mailbox be processed, although they will be investigated.
- Specific health surveillance and psychosocial risk assessment tests and questionnaires will be included, and medical services will be encouraged to report to OPRA any indications of harassment that may be detected.
- Studies will be carried out to find out the incidence of harassment situations or behaviors in the organization, the characteristics they present, and to look for identifiers of the problem and its impact on people's health and the effectiveness of the organization.

2.3.- TERTIARY INTERVENTION: ACTION, RESPONSE AND FOLLOW-UP OF CASES OF HARASSMENT

This intervention is aimed at acting in those cases in which a complaint or denunciation has been previously filed.

The objective of this intervention is twofold: on the one hand, to attend to and accompany the victim in order to minimise the consequences that may arise from harassment, or from the presentation of the complaint or denunciation, through guidance and advice on their situation and, if requested, to provide specialised psychological support; and on the other hand, to act on the person allegedly responsible for the conduct related to the harassment in order to prevent its continuity over time and to adopt the disciplinary measures that may arise from the facts if they prove to be indicative of a situation of harassment.

2.3.1.- General criteria of the procedure

This protocol is part of the framework of protection and risk prevention, without prejudice to the powers and functions that may correspond to the academic authorities in application of current legislation on responsibilities in matters of harassment, as well as the legal actions that may correspond to the affected persons or to the University.

The university community has the obligation to act in the following terms:

- Any member of the university community has the obligation to report cases of possible sexual harassment or harassment based on sex, sexual orientation, gender expression or identity to the academic or administrative authorities.
- Reports or complaints from persons affected by behaviour likely to constitute sexual harassment or harassment on the basis of sex shall be made through the Office of Harassment Prevention and Response (OPRA), or alternatively through the competent bodies which shall communicate it to the OPRA. The University undertakes to respond to this complaint or denunciation.
- Any person in a position of responsibility at the University of Zaragoza is obliged to pay attention to and process, within the scope of their competence, the complaints they receive about cases of sexual harassment or harassment based on sex, sexual orientation, gender expression or identity.
- Both the persons involved in the procedure and the persons affected in the case of harassment must seek in good faith the clarification of the facts denounced.
- The application of this protocol shall not, under any circumstances, prevent the use, by the persons involved or by the University if it suspects that the facts may constitute a crime, of the administrative or judicial actions provided for in current legislation.

2.3.2.- Guarantees

- **Objectivity:** All persons involved shall act in good faith seeking the reality of a work and study environment free of harassment and, in the case of disciplinary proceedings, the clarification and disciplinary sanction of the facts. The procedure will be conducted in a way that treats all persons involved in the harassment case fairly.
- **Confidentiality.** The dignity of individuals and their right to privacy must be guaranteed throughout the procedure. The persons involved in the procedures envisaged are obliged to maintain strict confidentiality and confidentiality regarding the content of the complaints or denunciations submitted, in process or resolved of which they are aware, as well as the investigation process itself. From the moment the complaint is made, the person or persons responsible for processing it will assign numerical identification codes for both the parties involved and possible witnesses, thus preserving their identity.

- **Impartiality.** The procedure should ensure a fair hearing and fair treatment for all persons affected and involved in the harassment case regardless of their social position, socio-economic status or professional category.
- **Celerity.** The investigation and resolution of the proceedings, including the imposition of provisional measures and penalties, which may arise from the proceedings, shall be carried out as expeditiously as possible.
- **Indemnity.** It is guaranteed that there will be no retaliation against persons who make a complaint or report, appear as witnesses or participate in any other way in the proceedings.
- **Respect and protection of people.** It is necessary to proceed with the necessary discretion to protect the privacy and dignity of the persons concerned. Actions or proceedings must be carried out with the utmost prudence and with due respect for the dignity and rights of all persons involved. Affected persons may be assisted by a representative or any other companion of their choice throughout the procedure

2.3.3.- Procedure

Persons belonging to the university community or who are within the scope of application of this protocol, who consider that they suffer or have suffered a situation of harassment must follow the following protocol of action:

1. Contact the OPRA (Interfaculty Building, 3rd floor, offices) 3.11 and 3.12, opra@unizar.es, 876 55 30 12) or communicate the situation to the academic (Vice-Rector for Students, Vice-Rector for Teaching Staff) or administrative (Manager, Head of Department, Head of Area, Head of Unit) or representative (Prevention Delegate, Union Representative, Student Representative), who will transfer the case to the OPRA.
2. It is advisable to keep all documentary evidence related to the harassment cases (messages, call logs, emails, etc.)
3. At any time, the person allegedly harassed may request the suspension or archiving of the proceedings taken in application of the protocol, justifying his or her decision. These requests will not bind the university, which will be able to continue with the procedure ex officio.
4. At any time during the proceedings, the person allegedly harassed may use any of the legal channels offered by the legal system. Yes

If there is criminal judicial action, the proceedings will be suspended until the Courts issue a decision. However, in agreement with the person allegedly harassed, the Confidential Counsel or the OPRA may propose the adoption of preventive measures of a psychological, administrative or organizational nature. In any case, these measures will be communicated to the Rector, so that, in agreement with him/her, the University can adopt those considered most appropriate. In the event that these measures conflict with other organisational measures in the centre, department or service, to which the persons concerned belong, the proposed precautionary measures shall take precedence.

5. The declaration of non-existence of harassment by the Courts will not determine the demand for liability against the complainant or possible witnesses.
6. When there is a case of harassment between members of the university community and staff of an external entity contracted or subcontracted by the University of Zaragoza, the business coordination mechanisms required by Law 31/1995, of 8 November, on the Prevention of Occupational Risks will be applied. Therefore, there will be reciprocal communication of the case in order to reach an agreement on how to deal with it, without prejudice to transmitting it to the Labour and Social Security Inspectorate when legally or regulatorily appropriate, applying where appropriate the measures and penalties that may be provided for in the contracting regulations or in the corresponding contract or agreement.

2.3.4.- Filing of complaints or denunciations

1. The procedure will begin with the submission of a written or verbal complaint or denunciation, which may be made by the person allegedly harassed and/or by his or her legal representative.
2. The complaint or denunciation may also be filed by the representatives of the staff, the student body and, where appropriate, any person belonging to the university community who has knowledge of situations that could constitute sexual harassment or harassment based on sex, sexual orientation, gender expression or identity.
3. In any case, if the complaint is made orally, it will always be necessary for the procedure to be initiated to be ratified in writing, including a list of incidents and people involved in as detailed as possible. Priority will be given to the submission of documentation by electronic registration.
4. If the person allegedly harassed requests it, the OPRA staff will advise and accompany them in carrying out these procedures in order to safeguard their privacy and the confidentiality of the facts.



2.3.5.- Action procedure.

1. The request for the initiation of the action procedure will lead to the opening of an investigation by an expert appointed for this purpose from the list of Confidential Advisors, aimed at finding out the facts, giving a hearing to witnesses or other personnel of interest.
2. The Confidential Advisor, after carrying out an initial objective analysis of the data, in view of the psychosocial and/or medical risk assessment, will issue a report in which he/she must assess whether it is necessary and, where appropriate, recommend the adoption of urgent precautionary measures for the protection of the person who is allegedly harassed.
3. Throughout the procedure, both the complainant and the accused person may be assisted, if expressly requested, by a trade union representative or other accompanying person of their choice.
4. The Confidential Counsellor will take written statements from the parties (including expert reports or other documentation that they wish to provide) and, if applicable, from witnesses or other personnel of interest. It may also invite other experts to participate, hold hearings and/or request reports, taking into account respect for privacy without forgetting the emotional costs and other risks on the people affected.
5. If the confidential counsellor's analysis of the case shows that there is no harassment, but if certain inappropriate behaviours, indications or circumstances are detected, the following action will be taken:
 - The person responsible for the OPRA shall inform the person about whom the complaint or denunciation has been filed of the existence of the complaint made against him or her and of the consequences derived from the conduct contained therein, as well as its continuity and repetition over time. It will also be informed that this action is not a disciplinary sanction, nor does it imply verification of the facts communicated in the complaint. In the same way, you will be informed that you can remain silent in the face of the complaint, give the explanation you deem appropriate or you can express your opposition.
 - It will not be necessary to identify the victim to the person against whom the complaint or report has been filed, unless there is a circumstance that requires it. In that case, the victim would be informed of this possibility so that he or she can decide how to proceed.
 - Once the action has been taken, the OPRA will communicate the result to the person who has filed the complaint. Even after the procedure is completed, care for the people affected by the reported behaviors may continue until they recover.
 - At the end of the action, a "confidential report of conclusions" will be issued to the Rector, in which the actions carried out on the people involved, the facts and the facts of the case, will be summarised

- and the most relevant circumstances and proposals for action and recommendations in relation to the case.
- This procedure will be resolved within 20 days of receipt of the complaint at OPRA. Exceptionally, when the complexity of the case so requires, this period may be exceeded as little as necessary to achieve a satisfactory resolution.
 - In any circumstance, the OPRA will provide care to the victim to help them recover from the possible consequences of the conduct they may have suffered, inform them about the status of the process, accompany them during the process and advise them on those issues related to the different alternatives that are proposed.
6. Once the proceedings have been completed, the Confidential Advisor will issue a valuation report that will be forwarded to the OPRA, which will propose one of the following alternatives:
 - a) Filing of the complaint or denunciation, due to lack of purpose or insufficient evidence.
 - b) Agreement reached between the parties, which must be in accordance with the legal system and be respectful of the rights of the parties involved.
 - c) If the analysis of the case deduces the commission of any other offense other than sexual harassment and harassment based on sex, sexual orientation, gender expression or identity and typified in the current regulations, the case will be transferred to the IGS.
 - d) If the report confirms the existence of sexual harassment or harassment based on sex, it will be proposed to the Rector to adopt the corresponding corrective measures of the situation and to protect the victim and the filing of the corresponding complaint with the court.
 7. The report will be forwarded to the victim of harassment and to the person reported so that, in the event of disagreement with it, within five calendar days, they may present allegations, at which time the intervention of the ADVISORY COMMITTEE (see point 2.3.7, p. 21) designated for this purpose may be of interest.
 8. Once the deadline for submitting the allegations has elapsed or, if necessary, after hearing the Advisory Committee, the report will be sent to the Rector, together with the allegations and the rest of the documentation relating to the actions carried out, so that, where appropriate, the appropriate resolution can be adopted.
 9. In any case, if the harassment has resulted in a deterioration of the victim's working or training conditions, he or she must be reinstated in the conditions closest possible to his or her original situation. In the same way, the pertinent measures will be adopted to guarantee the right to protection of the health of the persons affected.
 10. In the event that the complaint of sexual harassment, based on sex, sexual orientation or gender expression or identity is filed directly with the IGS, the IGS will do so.

If it deems it necessary, it shall inform the OPRA, which shall make available to the victim all the guarantees and measures set out in this protocol. In the same way, OPRA will maintain constant communication and coordination with the IGS in order to ensure that the actions carried out are in accordance with the law.

2.3.6.- Considerations in the Processing of Disciplinary Proceedings.

- 1.- The OPRA will send the report of the Confidential Advisor to the Rector, who will resolve what is appropriate.
- 2.- When disciplinary proceedings are initiated, the person in charge of the investigation shall be appointed by a person with knowledge of sexual harassment and harassment on grounds of sex.
- 3.- During the processing, it is advisable to coordinate between the General Inspectorate of Services and the OPRA in their respective actions. Specifically, it is recommended that the OPRA be informed of the existence of the case in order to initiate measures for the care and protection of the victim, avoiding the multiplicity of actions in the same direction and secondary victimization.

2.3.7.- About the Confidential Counsel and the Advisory Committee

1. The University of Zaragoza will have a list of internal professionals from the university community who will be able to carry out the function of expertise. The Rector or person delegated by him/her will be responsible for the appointment of the members of this list. Those who are part of this list must have accredited training or demonstrable experience in gender, LGTBIQ+, occupational health and/or conflict resolution. Previously, an open call will be made, which will be updated periodically, to gather personnel willing to carry out this type of expertise.
2. Once the complaint is known by the Rector or person delegated by him/her, within a period of no more than 5 days, he/she will order, if applicable, the practice of confidential information with the appointment of the Confidential Advisor.
3. The university community and any staff who provide services at the University of Zaragoza will have the obligation to collaborate in the performance of the Confidential Advice throughout the entire investigation process. In particular, the collaboration of the OPRA, the Equality Observatory, the University Office for Attention to Diversity and the Occupational Risk Prevention Unit may be required to provide suggestions according to their respective areas of competence.
4. The Advisory Committee is a collegiate body of a technical nature and specialized in prevention, investigation, arbitration and proposals for solutions. It will be made up of five people from the list of professionals that make up

Confidential Counsel who have not previously participated in the process and who do not have a direct or indirect relationship with the people affected in the process. Its composition will ensure a balanced presence between men and women.

5. The request for intervention of the Advisory Committee shall be justified in a period not exceeding five working days.
6. The Advisory Committee, after studying the existing file, the new documentation provided and, if it deems it appropriate, giving a new hearing to the parties and witnesses involved, will issue a report within five working days from the date of its constitution.
7. The provisions on abstention and recusal provided for in general in Articles 23 and 24 of Law 40/2015 on the legal regime of the public sector will be applicable to specialists in these expert opinions.

2.3.8.- Victim care and follow-up of cases of harassment

The commitment of the University of Zaragoza in its fight against sexual harassment, based on sex, sexual orientation and gender expression or identity, requires a comprehensive response to cases of harassment, guaranteeing the attention and protection of victims and the effective follow-up of cases of harassment to prevent and act on problems that may appear some time after the events occur.

The OPRA, the University Ombudsman and the Occupational Risk Prevention Unit are the bodies responsible for coordinating the support and follow-up of cases of harassment.

2.3.9.- Protection and support for the victim

1. Without prejudice to the right to the presumption of innocence and other guarantees with respect to the person under investigation, protective measures will be adopted taking into account the individual circumstances of each case so that the victim does not suffer negative consequences after reporting a situation of harassment. In any case, their protection will be guaranteed when there is a hierarchical relationship between the alleged harasser and the victim. The presumption of innocence of the person who may have carried out the harassment should not be understood as inaction towards the victim, nor should the protective measures adopted be understood as guilt.
2. At all times, the person making the complaint will be informed of the evolution of the Protocol, and will be offered care, protection, psychological accompaniment and/or specialized accompaniment in the event of any negative consequences that may be suffered. The University will assume the costs derived from these measures, in the event that they occur.
3. Apart from what is considered necessary through the initiation and investigation of disciplinary proceedings, the OPRA may propose to the competent bodies the adoption of protective measures taking into account the situation of the victims and the presence of risk factors.
4. Once the existence of harassment has been established by a criminal sentence by the competent body or by means of an administrative sanction as a result of the corresponding disciplinary proceedings, the University, through the coordinated action of the

OPRA and the competent centres and services in each case will ensure the reparation and recovery of the victim, adopting, among others, the following support measures:

- To examine all requests relating to your personal and professional situation as quickly as necessary.
- To propose any measures deemed appropriate to guarantee the right to comprehensive protection of the health of the affected person until his or her complete recovery, especially with regard to the psychological aspect.
- Advising the victim in relation to the provision of health care, especially psychological and social care.

2.3.10.- Follow-up of cases

1. OPRA will monitor the process over time until the victim is recovered from the consequences of the harassment.
2. This follow-up will be based on comprehensive care to prevent and act on problems that may appear some time after the events occur, a frequent circumstance in this type of violence.
3. Follow-up, in agreement with the victim, will be carried out regardless of the formal status of the procedure.

2.4.- KNOWLEDGE MANAGEMENT IN CASES OF HARASSMENT

The prevention of cases of harassment requires expanding knowledge based on the experience obtained through the different actions developed by the UZ, both those aimed at Primary Prevention and those that are part of Secondary and Tertiary Prevention. This situation requires the creation of the necessary Protocol to obtain this knowledge and apply it to improve prevention and response.

Each academic year, a report will be prepared on the different actions and cases, maintaining the anonymity of the people involved at all times. The information that appears will be intended to improve the response and prevention of harassment. This report shall include at least the following data:

- Number of complaints or reports received
- Number of complaints resolved without initiating the procedure
- Number of complaints that resulted in disciplinary proceedings
- Number of cases brought to the attention of the Public Prosecutor's Office
- Number of cases in which precautionary measures were applied
- Number of cases discovered through secondary intervention
- Number of cases in which ex officio action was taken.
- Number of people with support and follow-up processes
- Training and awareness-raising measures

The reports corresponding to each academic year will be presented to the Governing Council and a summary of them will be made public on the UZ transparency portal.



The knowledge management obtained through OPRA's actions will be translated into proposals for improvement and modification of the established prevention and response processes.

TECHNICAL PROVISIONS

1. All actions carried out in the procedure for action in cases of harassment regulated in this Protocol will be documented with all the guarantees of confidentiality and data protection, as established in Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), and Organic Law 3/2018 of 5 December 2018, Protection of Personal Data and Guarantee of Digital Rights.
2. This Protocol shall enter into force on the day following its publication in the Official Journal of the European Union. It shall be reviewed by the technical committee set up for this purpose within a maximum period of four years from the date on which it begins to be applied, and shall remain in force for the duration of such review and until a new Protocol has been adopted.

TRANSITIONAL PROVISION

1.- TRAINING PLAN ON THE PREVENTION OF SEXUAL HARASSMENT, BASED ON SEX, SEXUAL ORIENTATION AND GENDER EXPRESSION OR IDENTITY OF THE UNIVERSITY OF ZARAGOZA

1.- Learning Objectives

Provide tools to members of the university community so that they can:

- Inform, train and raise awareness on sexual harassment and harassment based on sex, sexual orientation and gender expression or identity.
- Know and identify situations that affect equality and non-discrimination.
- Prevent and detect possible situations of sexual harassment, harassment based on sex, sexual orientation and gender expression or identity.
- Informing and advising affected people.
- Avoid secondary victimization of victims and establish measures that prevent the reproduction or perpetuation of stereotypes about women, orientation and gender identity.
- Understand the dynamics and particularities of sexual harassment and harassment based on sex, sexual orientation, and gender expression or identity.
- To raise awareness of the different ways of protection against situations of harassment beyond the procedures set out in the protocols and the preventive protection related to risk assessment and adaptation of the workplace.
- Know the content of the protocol, its implications and how to facilitate its implementation.

2.- Competencies

- Identification of possible violations of the fundamental right to non-discrimination.
- Detection of possible conflict situations.
- Problem analysis and decision making.
- Initiative, autonomy and proactivity.
- Information management.
- Interpersonal communication: empathy and active listening.

3.- Contents

First Block: Structural Framework of Inequalities: Gender Perspective and Identity

- Reasons and origin of violence against women in society.
- Social perception of violence and sexual harassment suffered by women.
- Dynamics of Violence: Context, Psychological Violence and Micromachismos.
- Characteristics of bullies.

Second Block: Understanding sexual harassment and harassment based on sex, sexual orientation and gender expression or identity.

- Definitions and characteristics of sexual harassment and harassment based on sex, sexual orientation, and gender expression or identity.
- Types and manifestations.
- Sequence of sexual harassment and harassment based on sex, sexual orientation, and gender expression or identity.
- Myths and Facts About These Types of Workplace Harassment
- Importance of knowledge and recognition of the social environment of these behaviors.
- Protection systems: Network, recognition and protection of victims.

Third block: Legal and regulatory framework

a. Basic constitutional and regulatory framework framing the context

- The fundamental rights to equality and non-discrimination. Dignity.
- The different forms of discrimination in gender relations.
- Discrimination and harassment.
- Reference to the different norms of our legal system that regulate the prevention and punishment of sexual harassment, based on sex, sexual orientation, gender expression or identity.

b. Workers' rights against harassment

- Fundamental rights violated.
- Two perspectives of analysis of the protection of workplace harassment.
- Legal definitions of harassment.
- Legal definition of harassment on the basis of sex and sexual harassment.
- Employer's obligation to protect its workers against harassment at work from the LOIMH.
- Protocols for the Prevention of Sexual and Gender-Based Harassment and an Occupational Health Perspective.
- Content of the protocols.

c. Legal protection against workplace harassment

- The guardianship Sanctioning: The harassment Labour how lack Disciplinary. Workplace harassment as an administrative offence.
- The benefit surcharge.
- Judicial protection.
- The possibility of termination of the employment contract.

d. Harassing conduct with criminal relevance

- Sexual harassment, sexual harassment, harassment based on sex, sexual orientation, gender expression or identity, workplace harassment and other manifestations of harassment with criminal relevance.
- The protected legal asset, structure and typical conduct.
- Illegality and culpability.
- Consummation and imperfect forms of action.
- Authorship and participation.
- Aggravating circumstances of criminal liability.
- Considerations on evidence in criminal proceedings.

Fourth block (for positions of responsibility): The prevention of sexual harassment and harassment based on sex, sexual orientation and gender expression or identity from leadership and management positions at the University of Zaragoza

- Importance of training and awareness-raising
- The key role of centres, departments, units and services in prevention and eradication.
- People who hold university positions as agents of prevention.
- Importance of the protocol for the prevention of sexual harassment and harassment based on sex, sexual orientation and gender expression or identity and its knowledge by teaching and research staff, administrative and service staff and students.
- Relevance of adequate action and response to suspected existence or expression of these behaviours and implementation of victim assistance systems

Fifth Block: PROTOCOL FOR THE PREVENTION, DETECTION AND ACTION AGAINST SEXUAL HARASSMENT AT THE UNIVERSITY OF ZARAGOZA

- Objectives and scope of application.
- Responsible bodies and units of the University of Zaragoza.
- Principles of action and commitments
- Preventive measures against sexual harassment
- Detecting and Addressing Hidden Harassment
- Procedure for action, response and follow-up in cases of harassment.
- Protection and support for the victim.
- Tracking
- Knowledge Management in Cases of Harassment
- Regulations
- Understanding of the protocol and process through case examples.

4.- Methodology and training activities



Face-to-face or online training sessions that consist of the presentation of basic theoretical concepts and practical exercises. Dialogue and participation of attendees will be encouraged.

5.- Resources and teaching materials

Tools for preventing and addressing sexual harassment, based on sex, sexual orientation, and gender expression or identity.

- Protocol for the prevention, detection and action against sexual harassment based on sex, sexual orientation, gender expression or identity at the University of Zaragoza
- All those materials that are provided for the delivery of the sessions.

6.- Recipients

Members of the university community.

The specific training programme aimed at the Board of Directors, single-member bodies, dean's teams, Department Directorates, Directors of Research Institutes and Directors of Halls of Residence or University Residences, as well as Unit Managers, will be compulsory training.



ANNEXES

ANNEX I: COMPLAINT OR DENUNCIATION FORM

This application must be accompanied by a sealed envelope with a description of the facts to be brought to the attention of the competent bodies and any related documentation that is to be provided.

ADDRESSED TO THE OFFICE OF HARASSMENT CARE AND RESPONSE

(OPRA). DATA OF THE PERSON REQUESTING:

NAME AND SURNAME:

ID:

MAILING ADDRESS:

EMAIL:

TELEPHONE:

LINK WITH THE UZ:

PDI

PAS

Student

Other (specify)

I request the initiation of the Protocol for the prevention, detection and action against sexual harassment, based on sex, sexual orientation and gender expression or identity.

Signature:

In _____ to ___ of _____ of 202__.

ANNEX II: BASIC REFERENCE RULES

State Regulations

Organic Law 3/2007, of 22 March, for the Effective Equality of Women and Men, took a major step forward by expressly prohibiting sexual harassment and harassment based on sex, sexual orientation, gender expression and identity, as well as defining these conducts (articles 7, 48 and 62). Article 62 of the law specifically establishes the commitment of the Public Administrations to negotiate with the legal representation of workers an action protocol for the prevention of sexual harassment and harassment based on sex, sexual orientation, gender expression and identity. On the other hand, article 51 of the aforementioned law, in application of the principle of equality between women and men, attributes to the Public Administrations the general duty to remove obstacles that imply the persistence of any type of discrimination in order to obtain conditions of effective equality between women and men, establishing, within the scope of their competences, effective measures to protect against sexual harassment and harassment based on sex, sexual orientation, gender expression and identity. This Law also includes infringements, penalties and mechanisms for monitoring non-compliance with non-discrimination, reinforcing the role of the Labour and Social Security Inspectorate.

For its part, **Royal Legislative Decree 5/2015, of October 30, 2015, which approves the Revised Text of the Law on the Basic Statute of Public Employees**, applicable to public employees working at the University of Zaragoza, classifies as a very serious offense "any action that involves discrimination on the grounds of racial or ethnic origin, religion or beliefs, disability, age or sexual orientation, language, opinion, place of birth or neighbourhood, sex, or any other personal or social condition or circumstance, as well as harassment based on racial or ethnic origin, religion or belief, disability, age or sexual orientation and moral, sexual and gender-based harassment (Article 95.2.b).

Sexual harassment is also sanctioned by **Royal Legislative Decree 5/2000 of 4 August 2000, which approves the Revised Text of the Law on Infringements and Sanctions in the Social Order** (article 8.13). **of 13 July, Regulator of the Contentious Administrative Jurisdiction** (article 19.1.i) and also in Law 1/2000, of 7 January, on Civil Procedure (**article 11 bis**); **Royal Legislative Decree 3/2015, of 23 October**, approving the revised text of the Workers' Statute Law, **recognises** protection against harassment on grounds of sex or sexual orientation as a right (Articles 4.2.e and 54.2.g); in Law **36/2011, of October 10, 2011, Regulating the Social Jurisdiction** (articles 177 -on legitimation- and 95 and 96 -on proof and burden of proof-); and, finally, article 184 of **Organic Law 10/1995, of November 23, 1995, of the Penal Code**, which typifies and punishes sexual harassment.

Regional Regulations

Law **7/2018, of 28 June, on Equal Opportunities between Women and Men in Aragon** and Law 18/2018, of 20 December, on equality and comprehensive protection against discrimination on the grounds of sexual orientation, gender expression and identity in the Autonomous Community of Aragon, give educational institutions in general and the University as the institution with the highest rank in higher education a fundamental role in the prevention and prevention of sexual orientation. eradication of inequalities between women and men.

Community Regulations

At Community level, **Commission Recommendation 92/131/EEC of 27 November on the protection of the dignity of women and men at work** already contains a "Code of Conduct on Measures to Combat Sexual Harassment".

Directive 2006/54/EC of the European Parliament and of the Council of 5 July 2006 on the implementation of the principle of equal treatment for men and women in matters of employment and occupation, repealing, inter alia, Directive 76/207/EEC, as amended by Directive 2002/73/EC, sets out the definitions of sexual harassment, harassment on the basis of sex and other horizontal issues applicable to any discriminatory conduct or act in the matter at hand.

The Communication from the Commission to the Council and the European Parliament transmitting the European Framework Agreement on Harassment and Violence at Work (COM(2007) 686 final) signed by the European social partners speaks of different types of harassment depending on their projection and effects, their externalisation, the subjects involved and their materialisation.

International Regulations

At the international level, in May 2007 the **Yogyakarta Principles** were signed, based on the Universal Declaration of Human Rights, which in Principle No. 3 establish that States shall adopt all legislative, administrative and any other measures necessary to fully respect and legally recognize the right of each person to the gender identity that he or she defines for himself.

In this regard, **Convention 111 of the International Labour Organization against Discrimination in Employment** considers sexual harassment in the workplace to be an important form of discrimination against women workers, and proposes measures to combat it in Recommendation No. 19 of 29 January 1992 of the



United Nations Human Rights Office on violence in the workplace.

ANNEX III: TYPES OF HARASSMENT: NON-EXHAUSTIVE LIST OF HARASSMENT-RELATED BEHAVIORS

1.- Sexual harassment

- Unnecessary physical contact, rubbing, patting, hugging, kissing, ...
- Suggestive and unpleasant remarks, jokes or comments about the person's appearance, appearance, or sexual condition, and deliberate verbal abuse.
- Immodest or compromising or persistent invitations to participate in recreational social activities, despite the fact that the person who is the object of the invitations has made clear his or her refusal to participate.
- Use of pornographic images in the workplace.
- Obscene gestures.
- Clandestine observation of people in reserved places, such as toilets.
- Demands for sexual favors.
- Physical assaults.
- Any handwritten, spoken or electronic message of an offensive nature with sexual content.

Within sexual harassment, there are two contexts with specific circumstances: sexual blackmail and environmental sexual harassment:

- Sexual blackmail. Sexual blackmail is when a person's refusal or submission to a conduct is used, implicitly or explicitly, as the basis for a decision that affects this person's access to vocational training, work, job continuity, professional advancement, salary, among others. Only those persons who have the power to decide on the employment relationship, i.e. the hierarchically superior person, are active subjects of this type of harassment.
- Environmental sexual harassment. Its main characteristic is that the active subjects engage in conduct of a sexual nature, of any kind, which has the consequence, whether intended or not, of producing an intimidating, hostile, offensive or humiliating context. The affected condition is the environment, the work environment. In this case, co-workers or third parties related in some way to the institution may also be active subjects.

2.- Harassment based on sex, sexual orientation and gender expression or identity

- Derogatory comments about women or values considered feminine, and, in general, sexist comments based on gender bias. They can also occur against men.
- Undervaluing, contempt or isolation of those who do not behave in accordance with the roles socially assigned to their sex

- Any of the above actions that have as their cause or objective discrimination, abuse, humiliation or humiliation on the basis of sex difference, affective-sexual orientation or gender identity.
- Any action in the work environment against the dignity of a worker motivated by their sex, affective-sexual orientation or gender identity.
- Assigning a person, because of his or her sex, affective-sexual orientation or gender identity, responsibilities inferior to his or her professional capacity or category.
- Ignoring contributions, comments, or actions (exclude, don't take seriously).
- Using sexist or homophobic humor.
- Ridicule, belittle, the abilities, abilities and intellectual potential of people because of their sex, affective-sexual orientation or gender identity.
- Actions directed against the exercise of any labour right provided for the reconciliation of personal, family and work life.
- Discriminatory conduct on the grounds of pregnancy, maternity or paternity of workers or students or for the exercise of rights to reconcile personal, family and professional life.
- The exclusion of women or men from employment, when this requirement is not an essential occupational characteristic.
- Unfavourable treatment of women simply because they are women.
- Unequal treatment based on homosexuality, bisexuality and transsexuality or the perception of it.
- Engaging in discriminatory conduct based on a person's sexual orientation or gender identity.

3.- Cyberbullying

- Harassment: sending degrading images or videos, tracking through spyware, sending computer viruses, and humiliating using video games.
- Denigration: Distributing information about another person in a derogatory and false tone by means of an advertisement on a website, sending e-mails, instant messaging, or digitally altered photographs of a person. Online opinion sheets can also be included.
- Impersonation: entering another person's email account or social network to send or publish compromising material about them, manipulating and usurping their identity.
- Defamation and outing *and trickery*: Violation of privacy, tricking a person into sharing and transmitting secrets or confidential information about another person in order to promote defamatory rumors.
- *Cyberstalking*: Repeated harassment and/or bullying with sending offensive, rude and insulting messages and cyber persecution. This includes threats of harm or intimidation that cause the person to fear for his or her safety.



4.- Other types of harassment (discriminatory moral harassment)

This includes racist comments or behaviour, contrary to religious freedom or non-profession of religion or belief, degrading to the personal or professional worth of persons with disabilities, derogatory of mature or young persons, or homophobic or lesbophobic, including, in particular, behaviour of segregation or isolation of persons discriminated against.

ANNEX IV: GENERAL OUTLINE OF THE PROCESS

If you belong to the university community or are within the scope of application of this protocol and you consider that you are suffering or have suffered a situation of harassment, you can file a complaint or complaint (oral or written) with the OPRA (Interfaculty Building, 3rd floor, offices 3.11 and 3.12, opra@unizar.es, 876 55 30 12) or inform the competent academic or administrative officer or representative of the situation, who will transfer the case to the OPRA.

You can also file a complaint or report if you are a representative of the staff, students or anyone in the university community who has knowledge of the situation.

If the complaint has been made orally, it must be ratified in writing in order for the procedure to be initiated. Priority will be given to the electronic submission of this complaint. If requested, OPRA staff will advise and accompany in carrying out these procedures in order to safeguard the privacy and confidentiality of the facts.

Once the complaint or complaint has been processed, the OPRA will appoint an expert from the list of Confidential Advisors who, after carrying out an initial analysis, will issue a report in which he or she will assess the need to propose urgent precautionary measures for the protection of the harassed person.

The Confidential Counsel will take statements from the parties and, if applicable, witnesses. It will also be able to invite experts to participate, conduct hearings and request reports, always taking into account the privacy of the people affected and the emotional costs.

Throughout the procedure, both the complainant and the accused person may be assisted, if expressly requested, by a trade union representative or other accompanying person of their choice.

If the Confidential Advisor's analysis of the case shows that there is still no harassment, but if certain behaviors, indications and circumstances are detected that could be considered inappropriate, the person responsible for the OPRA will contact the alleged harasser to inform him/her of the existence of the complaint and the consequences that could arise from these behaviors and their repetition and continuity over time. You will also be informed that this action does not constitute a finding of the facts nor is it a disciplinary sanction. In this case, it is not necessary to identify the person making the complaint to the person on whom the complaint is based. The result will be communicated to the person who has submitted the complaint and a confidential report of conclusions will be issued to the Rector. In any case, OPRA will provide care to the victim and provide support and advice throughout the process.



Once the proceedings have been completed, the Confidential Advisor will issue a valuation report that will be forwarded to the OPRA, which will propose one of the following alternatives:

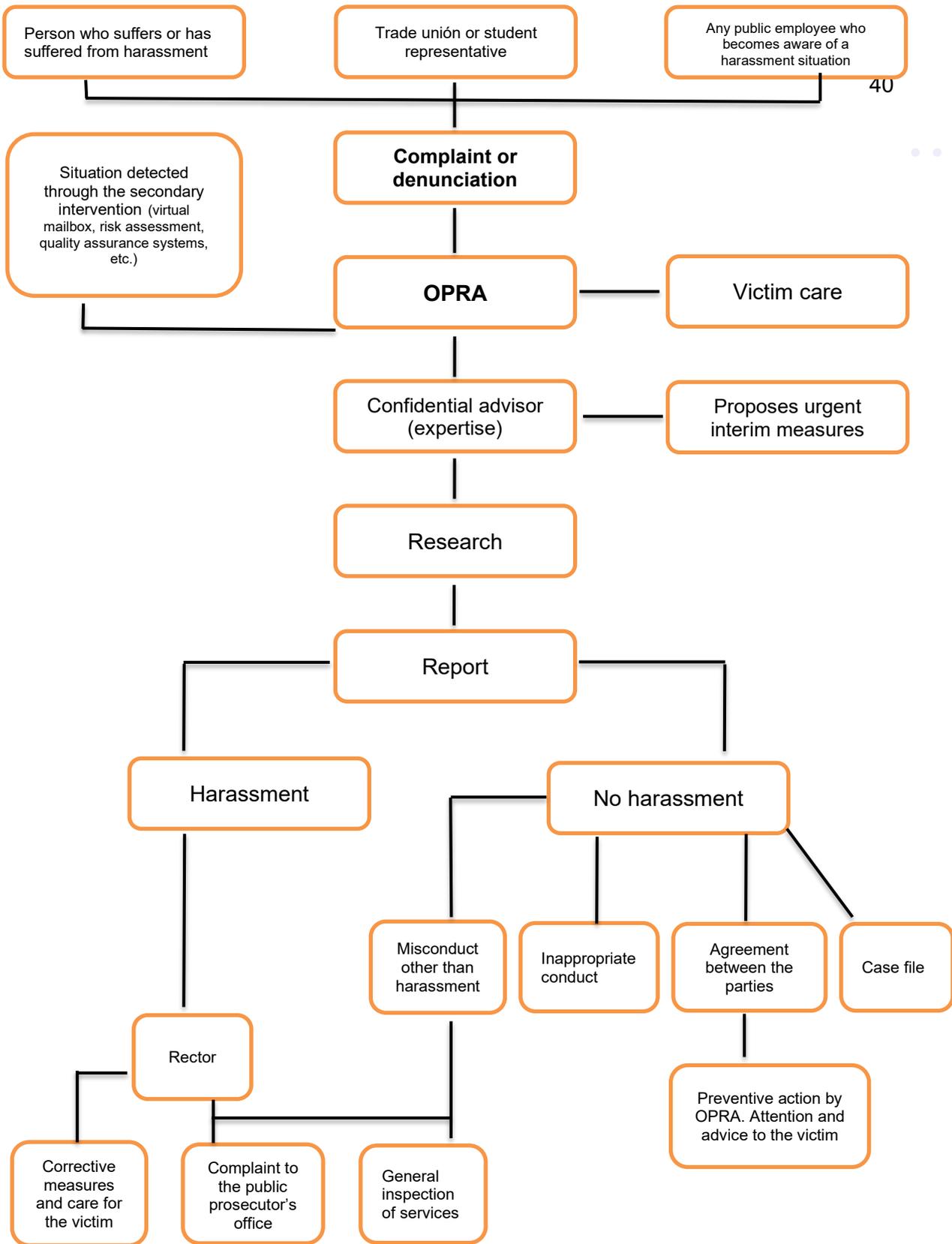
- a) Filing of the complaint or denunciation, due to lack of purpose or insufficient evidence.
- b) Confirmation of agreement reached between the parties.
- c) Misdemeanor other than sexual harassment and harassment based on sex, sexual orientation, gender expression or gender identity. Transfer of the case to the IGS to initiate disciplinary proceedings.
- d) Sexual harassment or harassment based on sex, sexual orientation, gender expression, or gender identity. File a complaint with the court. Adoption of the corresponding corrective measures for the situation and protection of the victim. Transfer of the case to the IGS.

The report will be forwarded to the victim of harassment and to the person denounced so that, in the event of disagreement with it, within a period of five calendar days, they may present allegations, at which time the intervention of the ADVISORY COMMITTEE may be of interest.

Once the deadline for submitting the allegations has elapsed or, if necessary, after hearing the Advisory Committee, the report will be sent to the Rector, together with the allegations and the rest of the documentation relating to the actions carried out, so that, where appropriate, the appropriate resolution can be adopted.

If the harassment has resulted in a deterioration of the victim's working or training conditions, the victim must be reinstated in the conditions closest possible to his or her original situation. In the same way, the pertinent measures will be adopted to guarantee the right to protection of the health of the persons affected.

ANNEX V: DIAGRAM OF FLOW OF PHASES OF the PROCEDURE



MODEL OF THE MONITORING SHEET FOR MEASURES

Model Tracking Sheet

FICHA DE SEGUIMIENTO DE MEDIDAS			
Measure	(Specify)		
Responsible Person/Department			
Implementation date			
Follow-up date			
Completed by			
Indicadores de seguimiento			
Trasladar todos los indicadores incluidos en la ficha de medidas			
Indicadores de resultado			
Execution Level	<input type="checkbox"/> Slope	<input type="checkbox"/> Running	<input type="checkbox"/> Completed
Indicate the reason why the action has not been fully initiated or completed	Lack of human resources	<input type="checkbox"/>	
	Lack of material resources	<input type="checkbox"/>	
	Lack of time	<input type="checkbox"/>	
	Lack of participation	<input type="checkbox"/>	
	Lack of coordination with Other Departments	<input type="checkbox"/>	
	Lack of knowledge of development	<input type="checkbox"/>	
	Other reasons (specify)	<input type="checkbox"/>	
Indicadores de proceso			
Adequacy of allocated resources			
Difficulties and Barriers Found for the implantation			
Solutions adopted (if any)			
Reduction of inequalities			
Improvements Made			
Proposals for the future			
Documentation accrediting the execution of the measure			

