

# **GENDER EQUALITY PLAN**

## **(2017-2020)**



**Diagnostic Report Annex**  
**March 2020**

## 1. Background

## 2. Diagnostic (Report)

### 2.1 Structure of the workforce

### 2.2 Labor conditions: hiring, promotion and permanence

### 2.3 Labor conditions: remuneration and salary audit

### 2.4 Co-responsible use of personal, family and working life rights

### 2.5 Female underrepresentation in positions of responsibility





# 1. Background

## 1. **Background**

This document is part of the Diagnosis of Europamundo's Equality Plan 2017 - 2020. It is an annexe that describes the analysis conducted about the state of gender equality in the organisation, taking into consideration the provisions on the Royal Decree-Law 6/2019, of March FIRST, on urgent measures to guarantee equal rights and opportunities between women and men in employment and occupation, considering the following aspects:

- Professional Classification
- Working conditions, including salary audit between women and men.
- Co-responsible exercise on personal, familiar and working life rights
- Female underrepresentation

The purpose of this annexe on Equality Diagnosis is to fulfil the new requirements of the Royal Decree-Law 6/2019 of March first related to urgent measures to be taken to guarantee gender equality in the professional sector. The amendment of Article 46 of Organic Law 3/2007, of March twenty-second, for the effective equality of women and men, states:

*"Prior to this, a diagnosis shall be drawn up, negotiated, where appropriate, with the legal representatives of the workers, which shall include at least the following matters:*

- *Selection and hiring process*
- *Professional Classification*
- *Training*
- *Professional Promotion*



- *Working conditions, including the salary audit between women and men.*
- *Co-responsible exercise of the rights on personal, familiar and working life*
- *Feminine underrepresentation*
- *Remuneration.*
- *Prevention of sexual and gender-based harassment.*





# 2. Diagnostic

## 2.1 Workforce structure

Next, the EUROPAMUNDO workforce structure is presented by gender and professional classification. The professional classification system might be defined as the set of categories, groups and professional levels existing in a company and assigned through collective negotiation, or in its absence, by agreement between the company and the worker's representatives.

Following the provisions of the Resolution of November third 2016, of the General Directorate of Employment, by which it is registered and published the statewide Collective labour agreement for the travel agency industry; the following professional classifications are established:

- **Group of Technical Managers (Group 1):** They are the ones in possession of a higher superior grade or those that, because of their knowledge, professional experience and equivalent fitness to the ones that can be acquired with an upper or middle degree, have functions of assigned management, organisation, planning and control, including central management jobs on the company on work centres of their respective fields, in dependence on senior management and hierarchy.

This group includes senior managers or graduates, by free appointment or promotion by the company. All of them will have a recognised level 10, and Article 8 will not apply to them. Professional progression.

- **Travel Agents and administration group (Group 2):** Comprises of those workers who carry out customer services, office, administration, accountant, commercial tasks, handling of the necessary material for the execution of their activities, and other similar tasks, who carry out their professional activity in the areas of outbound, points of sale, inbound, tourist guides (with labour relationship), assistants to tourist guides (with labour relationship), etc. Two professional sub-groups are present in this group:



- Subgroup 1: Management: Technical agent for travel and administration,

Workers in sub-group 1 of management (levels 8 to 10), in addition to carrying out execution/supervisory work and the orders of the corresponding hierarchical superior and the application of the directives received. They shall direct the work assigned or carried out in the area of their competence, including studying, coordinating or controlling technical, administrative work. Also, where appropriate, distributing, coordinating and supervising the officers' work, performing the duties of supervisors assigned to them, and the groups they manage. They require the autonomy, decision-making capacity and initiative to resolve any problems that may arise in the work shifts for which they are responsible. Likewise, all activities carried out by graduates, in the exercise of the profession proper to their degree.

- Subgroup 2: Execution/supervision: Travel agent and administration.

Workers in sub-group 2: Execution/supervision (levels 1 to 7) shall carry out the execution work related to their group. For organisational reasons, the management shall designate those who carry out supervisory tasks from among the travel agents. This supervision includes the distribution, coordination and control of the group's work or team of assigned persons.

- **General Services group: (Group 3):**

Includes those workers who perform exclusively auxiliary services within the company, and the set of their activities is not defined in any of the previous groups (levels 1 to 7).

The assignment to this group corresponds to workers doing tasks exclusively inside the functions of telephonists/ receptionists with two or more foreign languages, shorthand typists, transfers, interpreters, bus and coach drivers, bikers, ordinances, custodians, waiters and cleaning staff.

The collected data on the total number of workers and their distribution by gender and professional classification is available below.



<i>Professional Classification</i>	<b>Women</b>	<b>Men</b>	<b>Total</b>	<b>Women %</b>	<b>Men %</b>
N01	0	0	0	0%	0%
N02	165	147	312	53%	47%
N03	13	8	21	62%	38%
N04	19	8	27	70%	30%
N05	27	6	33	82%	18%
N06	13	4	17	76%	24%
N07	3	6	9	33%	67%
N08	5	1	6	83%	17%
N09	8	5	13	62%	38%
N10	2	4	6	33%	67%
N11	0	1	1	0%	100%
<b>Total</b>	<b>255</b>	<b>190</b>	<b>445</b>	<b>57%</b>	<b>43%</b>



**EUROPAMUNDO** has a staff of 445 employees. Men distribution corresponds to 43 % (190 men), while the distribution of women corresponds to 57 % (255 women).

These percentages are in a proportion of 40 %/ 60 % recommended by balanced layout between women and men. In all the categories except in N7, N10 and N11, the representation of the female gender predominates over the male gender.

## 2.2. Labor conditions: hiring, promotion and permanence

- Total number and distribution of indefinite contracts and temporary contracts by gender and professional classification



The contract modalities that can be presented are of an indefinite or temporal character. The distribution of the organisation's workforce is shown below, depending on the type of contract they are assigned.

<i>Contract</i>	<b>Professional Classification</b>	<i>Women</i>	<i>Men</i>
<b>Indefinite</b>	N01	0	0
	N02	60	47
	N03	13	8
	N04	19	8
	N05	27	6
	N06	13	4
	N07	3	6
	N08	5	1
	N09	8	5
	N10	2	4
	N11	0	1
	<b>Subtotal</b>	<b>150</b>	<b>90</b>
<b>Temporal</b>	N01	0	0
	N02	105	100
	N03	0	0
	N04	0	0
	N05	0	0
	N06	0	0
	N07	0	0
	N08	0	0
	N09	0	0
	N10	0	0
	N11	0	0
	<b>Subtotal</b>	<b>105</b>	<b>100</b>
<i>Total</i>		<b>255</b>	<b>190</b>

As shown in the table above, 53.93% of the organisation's employees have a permanent contract (63% women and 38% men).

- [Total number and distribution of full-time contracts and part-time contracts by gender and professional classification](#)

The working hours are full-time (8 hours) or part-time (less than 8 hours). the distribution of the organisation's staff according to the type of timetable they have been assigned follows:

Contract	Professional Classification	Women	Men
<b>Full time</b>	N01	0	0
	N02	165	147
	N03	13	8
	N04	19	8
	N05	27	6
	N06	13	4
	N07	3	6
	N08	5	1
	N09	8	5
	N10	2	4
	N11	0	1
	<b>Subtotal</b>	<b>255</b>	<b>190</b>
<b>Part-time (do not include reductions in working hours due to legal guard or dependent family care)</b>	N01	0	0
	N02	0	0
	N03	0	0
	N04	0	0
	N05	0	0
	N06	0	0
	N07	0	0
	N08	0	0
	N09	0	0
	N10	0	0
	N11	0	0
	<b>Subtotal</b>	<b>0</b>	<b>0</b>
<b>Total</b>		<b>255</b>	<b>190</b>

As shown in the table above, 100% of the organisation's employees work full-time (100% women and 100% of men).

Suppose these results are compared with the results of the previous indicator. In that case, it can be generally stated that the application of an indefinite full-time contract is predominant among the organisation's employees.

- **Percentage of employees by gender and professional classification who have received periodic evaluation of performance and professional development.**

During the period of this survey, performance evaluation was carried out for the entire staff (100%), i.e. for all 444 employees, as shown in the table below: the evaluation of the performance of the whole workforce (100 %) was done, it is to say, from the 444 workers, as it is represented in the following table:



Professional classification	Women	Men	Total	% Women/total staff	% Men/total staff
N01	0	0	0	0	0
N02	165	147	312	37,1	33
N03	13	8	21	2,9	1,8
N04	19	8	27	4,3	1,8
N05	27	6	33	6,1	1,3
N06	13	4	17	2,9	0,9
N07	3	6	9	0,7	1,3
N08	5	1	6	1,1	0,2
N09	8	5	13	1,8	1,1
N10	2	4	6	0,4	0,9
N11	0	1	1	0	0,2
Total	255	190	445	57%	43%

- Number of dismissals by gender and professional classification.

During the study period, there were no personnel layoffs:

Professional Classification	Women	Men	Total
N01	0	0	0
N02	0	0	0
N03	0	0	0
N04	0	0	0
N05	0	0	0
N06	0	0	0
N07	0	0	0
N08	0	0	0
N09	0	0	0
N10	0	0	0
N11	0	0	0
Total	0	0	0

- Number of voluntary departures by gender and occupational classification

Next, is presented the relation of voluntary departures of workers of the organisation for the considered period. They were only departures in N02 and N03 categories.

Professional Classification	Women	Men	Total	% Women	% Men
N01	0	0	0	0%	0%
N02	20	13	33	61%	39%
N03	2	0	0	100%	0%
N04	0	0	0	0%	0%
N05	0	0	0	0%	0%
N06	0	0	0	0%	0%
N07	0	0	0	0%	0%
N08	0	0	0	0%	0%
N09	0	0	0	0%	0%
N10	0	0	0	0%	0%
N11	0	0	0	0%	0%
Total	22	13	33	63%	37%

#### •Hours allocated for training actions by gender

Next, the number of workers who received any kind of training during the period of 2019 is presented:

	Women	Men	Total
Training hours	5.267	3.633	8.900

As it can be seen, a significant number of hours have been dedicated to the realisation of training in the period of the study.

### 2.3. Labor conditions: remuneration and salary audit

Understanding the work conditions in the company and all aspects related to the type of contract, working hours, wage transparency and gender pay gap, EUROPAMUNDO has analysed the working conditions of its workers, giving the following results:

#### •Average earnings disaggregated by sex and professional classification

To comprehensively analyse the salary conditions of the organisation's employees, we first analysed the distribution of the employees according to the group they belong to, the results of which are included in section 2.1 Structure of the team in this document.

The data on remuneration by gender and professional category is analysed below, as shown in the following tables:

Professional classification	Average annual salary	
	Women	Men
N02	19.371€	20.506€
N03	20.261€	20.470€
N04	23.021€	24.391€
N05	25.610€	25.831€
N06	28.141€	26.362€
N07	32.997€	37.779€
N08	33.997€	45.671€
N09	44.729€	50.217€
N10	78.005€	113.960€

The average salary received in 2019 for all jobs at each level has been calculated to determine the remuneration per job category. As can be seen in the table above, there is no significant inequality in average pay, in general terms, at **EUROPAMUNDO**.

Nevertheless, those categories in which a difference in the average salary of more than 10% has been obtained stand out, showing a significant difference between genders, as follows:

- **Category N07:** Average wage of men workers is 14 % superior to women workers.
- **Category N08:** Average wage of men workers is 34 % superior to the average salary of women. Five women and a man form this category. The man included in this group has a management position in a technically complex department and knowledge /experience justifying the wage difference between the other persons of this category.
- **Category N09:** the average wage of men workers is 12 % superior to the average salary of women workers.
- **Category N10:** the average wage of men workers is 46 % superior to the average salary of women workers. In this group, there is a total of six persons, two women and four men, **three of the men** are members of the Board of Directors and have a wage level consistent with corporate responsibility, and one of them is from Scandinavia, sent by the parent company
- **Calculation of the wage gap, equal or average job remuneration of the society**

The methods used to calculate the gender wage gap consist of the collection of the following data from each employee in the organisation:

- Fixed remuneration



- Weekly hours worked

With these two data, the aim is to obtain the hourly rate of pay for each employee in the organisation. The results obtained are compared in terms of job position to make the appropriate comparisons

The formula to carry out this calculation is the following:

$$(M-F)$$

$$\text{Average wage gap} \text{ ----- } \times 100 \%$$

$$M$$

=M: Average pay rate by the masculine hour

F: Average pay rate for feminine hour

In function of the results obtained, they will be compared with the following possibilities:

- ✓ >0 % means that women collect less than men
- ✓ = 0 % means women collect the same as men
- ✓ <0 % means women collect more than men

Next, the results are presented in the following table:

Professional Classification	Average male hourly rate	Average female hourly rate	Salary gap
N01	0	0	0
N02	9,82	9,28	5,49
N03	9,81	9,71	1,02
N04	11,69	11,03	5,65
N05	12,38	12,27	0,89
N06	12,63	13,48	-6,73
N07	18,10	15,53	14,20
N08	21,88	16,29	25,55
N09	24,06	21,43	10,93
N10	54,60	37,37	31,56

Analysing the results presented in the superior table, we conclude that there is no significant wage gap among the workers' compensations. Nevertheless, it is worth highlighting the results obtained for levels N08 and N10, where the most considerable inequality has been recorded. These categories focus on the company's side, previously justified by the type of positions and functions within the company.

- [Salary audit](#)



The objective of conducting the salary audit of our workers is to verify if the workers' salaries are equivalent inside the same professional classification, schedule and conditions of the position.

The following methodology has consisted of the sample review of the payroll of our workers for the external person to our organisation. In this way, we ensure the objectivity of the results obtained.

This salary audit has been done by the inequality consultant hired, who has previously proven experience in audits inside the fields of the social quality and responsibility of the company.

A wage audit was carried out for the professional categories "N04" and "N02". In both cases, it was found that the basic salary coincides with the worker's professional category and with the provisions of the wage tables in the collective agreement. In addition, and depending on what has been agreed with each worker, improvement or complimentary items are included in the payslips.

## 2.4 Exercise of co-responsibility of the personal, family and work-life

- **Number of workers who have taken parental leave by sex**
- 

Employees who were entitled to parental leave during the period under study, as specified in the Collective Labour Agreement and national regulations. The results are given in the table below:

	Women	Men	Total
<b>Number workers under the Permit</b>	1	3	4

- **The number of workers who have returned to work after parental leave by gender**

During the study period, employees entitled to parental leave have taken it as specified in the Collective Bargaining Agreement and national regulations. The results are presented in the table below:

	Women	Men	Total
<b>Number of Workers who have returned after the leave</b>	1	3	4

- **Number of workers who have turned from parental leave and are still employees of the organisation 12 months after.**





To calculate this indicator, the following formula has been used:

$$\text{Indicator} = \frac{\text{Total number of persons who have returned after the permit}}{\text{Total number of persons who could have returned after the permit}} \times 100$$

$$\text{Indicator} = \frac{4}{4} \times 100 = 100\%$$

**EUROPAMUNDO** does not have any internal regulations on the obligation to take parental leave but follows the national legislation in effect and informs the employees in the organisation about it.

- - **Hours of training on gender equality, work-life balance and co-responsibility based on gender**

The following table shows the hours allocated to training activities on equality, work-life balance and collective responsibility:

	<i>Women</i>	<i>Men</i>	<b>Total</b>
<b>Year 2018</b>	76	46	122
<b>Year 2019</b>	89	24	113

Further, the total percentage of the team who have received training in this aspect is specified:

	<i>Women</i>	<i>Men</i>	<b>Total</b>	<b>% Work Template</b>
<b>Hours training equality, conciliation and co-responsibility</b>	67	26	93	20,95%

- **Complementary actions of co-responsibility**

The management has promoted the "Emotional Salary" to analyse the possibilities for EUROPAMUNDO employees to reconcile their personal and family life. This includes all the social, economic and environmental measures that EUROPAMUNDO provides free of charge to the people in the organisation regardless of whether they are office workers, coordinators or guides. These measures are voluntary and are part of EUROPAMUNDO's will to give the people in its organisation the tools to carry out their activity in the best possible conditions.



Time flexibility	Balance Life/Work
Flexibility in Schedules	Own business days
Teleworking in some positions	Accompanying permits
Reduced working	Maternity and paternity leave
Work-life balance plan	
	Replacement of extraordinary hour times
	Doctor's justification up to four hours

Next, the measures implemented to promote co-responsibility among the labour, personal and family life applicable to the office staff are specified:

For employees working as "guides", the "Emotional Salary" implications are different from those established for office staff due to the demands and characteristics of the job. Among the measures proposed as "Emotional salary for guides", there are no measures of co-responsibility and reconciliation of work, personal and family life. They are more focused on the professional development of workers (continuous training, internal mobility plan, company trips), the integration of the feeling of belonging (award for the best colleague, recognition of seniority) and other general benefits (internships for children, discounts on health insurance).

In addition to the above, EUROPAMUNDO has a series of documents that promote gender equality. There is a non-sexist language Manual, dated June 2018; a Manual of good practices on equality; and Equality Decalogue, dated June 2018; and a Conciliation Plan, generated in 2018.

## 2.5. Female underrepresentation in positions of responsibility

The female representation index in an organisation is understood to be the number of female workers in the organisation in relation to the total number of workers in the organisation.

This section aims to analyse occupational segregation by gender by establishing measures against the existence of occupations or positions in which the percentage of women (or men) is disproportionate. For this purpose, an average value of 60% for men and 40% for women is considered. The percentages of representation for the different professional categories are specified below:



<b>Professional classification</b>	<b>Women</b>	<b>Men</b>	<b>Total</b>	<b>% Women</b>	<b>% Men</b>
N01	0	0	0	0%	0%
N02	165	147	312	53%	47%
N03	13	8	21	62%	38%
N04	19	8	27	70%	30%
N05	27	6	33	82%	18%
N06	13	4	17	76%	24%
N07	3	6	9	33%	67%
N08	5	1	6	83%	17%
N09	8	5	13	62%	38%
N10	2	3	5	40%	60%
N11	0	1	1	0%	100%
<b>Total</b>	<b>255</b>	<b>189</b>	<b>444</b>	<b>57%</b>	<b>43%</b>

In general rules, there is no under-representation of women in any of the professional categories. The only categories in which less than 40% female representation was recorded were N07 (operational post) and N11 (senior management post).

Let's take into account the balanced participation of women and men in decision-making positions. We can see that for category N08, the representation of women is much higher than that of men, while for categories N09 and N10, it is equal with respect to men.

This analysis leads to the conclusion that there is no generalised under-representation of women in EUROPAMUNDO.

Madrid, June sixteenth, 2020



## Members of the Equality Commission

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