GENDER EQUALITY PLAN (GEP)

ASOCIACION GRUPO ESPAÑOL DE TRATAMIENTO DE TUMORES DE CABEZA Y CUELLO

Version: 1.0
Date of approval: 03/Mar/2026

Approving body: Board of Directors

Validity: 2026–2028 (annual review)

Scope: Employees, governance bodies, committees, working groups, volunteers/collaborators, and all activities organised by the Association (events, training, institutional communications).

1. Institutional commitment

The **ASOCIACION GRUPO ESPAÑOL DE TRATAMIENTO DE TUMORES DE CABEZA Y CUELLO-TTCC** (hereinafter, "the Association") is committed to promoting **effective equality between women and men** and to preventing and addressing any form of discrimination on the grounds of sex, gender identity and/or expression, sexual orientation, age, origin, disability, or any other personal or social condition.

This commitment is integrated into internal management and, where relevant, into the Association's scientific, training, and outreach activities.

Principles: equal opportunities, merit and ability, transparency, work–life balance and co-responsibility, respect and dignity, zero tolerance for harassment, accountability.

2. Governance, responsibilities and resources

- **Equality Lead: Ricard Mesía Nin**, President of the Board of Directors.
- **Oversight body:** Board of Directors.
- **Confidential contact channel:** igualdad@ttccgrupo.com
- **Minimum resources:** internal allocation of **24 hours/year** for monitoring and reporting, and internal resources at no additional cost for basic training and document updates.

3. Baseline situation (initial assessment)

As of the approval date of this plan:

- **Staff:** 3 people, **100% women**.
- **Legal nature:** non-profit association.
- **Gender pay gap:** not statistically robust due to the small size of the workforce; an annual qualitative review of pay conditions will be carried out to identify any unjustified differences.

Where governance bodies, committees, or working groups have variable composition, the Association will monitor gender balance and promote balanced participation where feasible.

4. Objectives 2026–2028

1. Ensure non-discriminatory practices in recruitment, working conditions and professional development.
2. Maintain a safe environment with **zero tolerance** for sexual harassment and sex-based harassment.
3. Promote balanced representation in governing bodies and committees, where applicable and reasonably feasible.
4. Integrate equality criteria and inclusive language into events, training and institutional communications.
5. Establish a proportionate system of **data, indicators and annual monitoring**, appropriate to the Association's size.

5. Measures and actions

A. People management: recruitment, working conditions and development

- Job descriptions and vacancies using inclusive language and objective criteria.
- Selection based on pre-defined criteria (skills/experience), with internal documentation of decisions.
- Work–life balance measures where feasible (flexible hours, remote work, leave), applied using transparent criteria.
- Annual review of remuneration and allowances to identify any unjustified differences.

Annual indicators:

- Number of recruitment processes and % with documented criteria.
- Pay review performed (yes/no) and key findings.
- Work–life balance measures applied (yes/no; general description).

B. Leadership, governing bodies and decision-making

- Promote diversity and balanced representation in the Board, scientific committees, juries, panels and speakers (avoiding single-gender panels where reasonably possible).
- Transparent criteria for appointments/designations, recorded in minutes.

Annual indicators:

- Gender composition of the Board/committees (if applicable).
- % of panels/sessions with gender diversity (if applicable).

C. Prevention and response to harassment

- Adoption, dissemination and maintenance of a **Protocol for the prevention of and response to sexual harassment and sex-based harassment** (Annex I).
- Confidential channel and procedure with indicative timelines.
- Guarantees of confidentiality, protection against retaliation, and respect for the rights of all parties.

Annual indicators:

- Protocol in force (yes/no).
- Number of reports/incidents (aggregated and anonymised only) and response times.

D. Training and awareness

- Minimum annual training (1–2 hours) on equality, bias, and harassment prevention for staff.
- Additional training when staff participate in recruitment/evaluation processes (if applicable).

Annual indicators:

- Training hours/year.
- % of staff trained.

E. Equality in scientific activity, events and communications

- Apply diversity criteria for committees and speakers where possible.
- Review materials and communications to ensure inclusive language.
- Where scientifically relevant, encourage the integration of sex/gender perspectives in content (e.g., inequalities in access, outcomes, toxicity profiles, adherence).

Annual indicators:

- Number of events applying diversity criteria (if applicable).
- Inclusive language/style guidance reviewed (yes/no).

6. Data, monitoring and reporting

The Association will collect and review annually, proportionately to its size and in compliance with data protection rules:

- Gender distribution in staff.
- Gender composition of governing bodies/committees (if applicable).
- Basic recruitment data (if applicable): candidates by gender and outcomes.
- Training completed.
- Incidents/cases: aggregated and anonymised data only.

A brief **annual monitoring report** will be prepared and reviewed by the Board of Directors, covering indicators, actions implemented and planned improvements.

7. Publication and accessibility

This GEP will be published in an accessible manner on the Association's website (**https://ttccgrupo.com**) together with the confidential contact channel and the harassment protocol.

Publication URL:

https://ttccgrupo.com/transparencia-igualdad/

8. Review and update

Annual review in March. Updates will be made if there are relevant organisational changes or recommendations derived from the monitoring process.

Signatures:

DocuSigned by:
Ricard Mesía
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Ricard Mesía Nin

Presidente

Grupo Español de Tratamiento de Tumores de Cabeza y Cuello (TTCC)

DocuSigned by:
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Secretaria

Grupo Español de Tratamiento de Tumores de Cabeza y Cuello (TTCC)

ANNEX I. Protocol for the prevention of and response to sexual harassment and sex-based harassment

Scope: Staff, volunteers/collaborators, suppliers, and participants in activities organised by the Association.

1. **Definitions**

- **Sexual harassment:** any verbal, non-verbal or physical conduct of a sexual nature with the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment.
- **Sex-based harassment:** any conduct based on sex with the same purpose or effect.

2. **Zero tolerance and confidentiality**

   The Association maintains zero tolerance. Handling will be confidential, with information restricted to those who need to know for the procedure.

3. **Reporting channel**

   Confidential email: igualdad@ttccgrupo.com

   Access restricted to the Equality Lead/President and, where appropriate, the Secretary.

4. **Procedure (indicative timelines)**

- Acknowledgement of receipt: within 48–72 hours.
- Initial assessment and interim measures if needed: within 7 days.
- Proposed resolution: within 15 days after the initial assessment, extendable if further information is required.

5. **Safeguards**
   No retaliation. Right to be heard. Presumption of innocence. Protective measures for the affected person.

6. **Possible measures**

   Functional separation, limitation of contact, temporary organisational changes, internal disciplinary measures in line with applicable rules, and, where appropriate, reporting to competent authorities.

7. **Recordkeeping**
   Only **aggregated and anonymised** data will be kept for annual monitoring.