



GENDER EQUALITY PLAN

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1. Situation Analysis

The current situation at TBI in terms of gender equality has been analyzed:

Workforce: The company has a total of 15 employees, 8 of whom are men (53%) and 7 women (47%).

Management Positions: Within the company's structure, there are women in leadership roles, demonstrating a commitment to equality in internal promotion:

- **Director of the Interior Design Department:** Responsible for project coordination, team management, and client relations in the area of design and interior decoration.
- **Executive Assistant (Management and Administration):** Responsible for supporting general management, administrative tasks, internal coordination, and oversight of administrative processes.

This female presence in leadership positions helps to highlight female role models within the organization and promotes an equal environment in terms of professional growth opportunities.

Recruitment Processes: Recruitment is carried out transparently, based on the assessment of qualifications, professional experience, and suitability for the role, with no gender discrimination. Equal opportunities are promoted throughout all hiring phases.

Training: Currently, TBI offers technical and professional training openly to all staff, without gender distinction. The inclusion of gender equality awareness content will be promoted in future internal training programs.

Compensation: There are no gender-based pay gaps for positions of equal value. Pay equity will be ensured through periodic salary reviews.

Work-Life Balance: TBI applies flexible working hours when possible. Equal use of maternity and paternity leave, reduced working hours, and remote work is supported when required.

Harassment Prevention: TBI has a specific protocol for preventing sexual and gender-based harassment.

2. Objectives

- Ensure equal treatment and opportunities for women and men across all areas of the company's activities.
- Promote balanced representation of women and men at all professional levels.
- Facilitate work-life balance for all staff.
- Prevent sexual and gender-based harassment.
- Raise awareness and provide training for all staff on gender equality.

3. Measures to Implement

3.1. Access to Employment and Recruitment

- Draft job offers using inclusive language.
- Ensure selection processes are free from gender bias.
- Promote applications from all genders under equal conditions.

3.2. Training and Internal Promotion

- Include gender equality training in the annual training plan.
- Ensure equal access to training and promotion opportunities for all staff.
- Encourage the participation of women in strategic or leadership projects.

3.3. Job Classification and Compensation

- Conduct internal salary audits periodically to detect possible gender pay gaps.
- Publish criteria for promotions and internal advancement transparently.

3.4. Work-Life Balance

- Promote flexible work hours to support family life equally.
- Encourage remote work when the role allows.
- Raise awareness among staff about shared responsibility in domestic and caregiving tasks.

3.5. Prevention of Sexual and Gender-Based Harassment

Since 2023, TBI has had a Prevention and Action Protocol against harassment and has conducted the corresponding training sessions for all staff. The designated contact person is Susanna Andrés Trauschke.

4. Monitoring and Evaluation

- An Equality Committee will be created (made up of 2–3 people, with representation from both sexes).
- The Gender Equality Plan will be reviewed annually to assess compliance and update measures if needed.

5. Communication

- The Gender Equality Plan will be communicated to all staff via email, notice boards, and information meetings.
- The company's commitment to equality will be published on its corporate website, in job postings, and public documents.
- A respectful and equality-aware work environment will be encouraged.