

# **Work Environment @ IFAE**

**Pizza Seminar - 18/10/2023**

# Why is it important?

The work environment is very important in determining how enjoyable work is

Positive work environments outperform negative work environments

The better a work environment is, the better it is for the employer - not just the employee

The best innovation comes from inclusive work environments

Empathic, emotionally intelligent work environments have a good track record of increasing creativity, improving problem solving and raising productivity

Pleasure in the job puts perfection in the work

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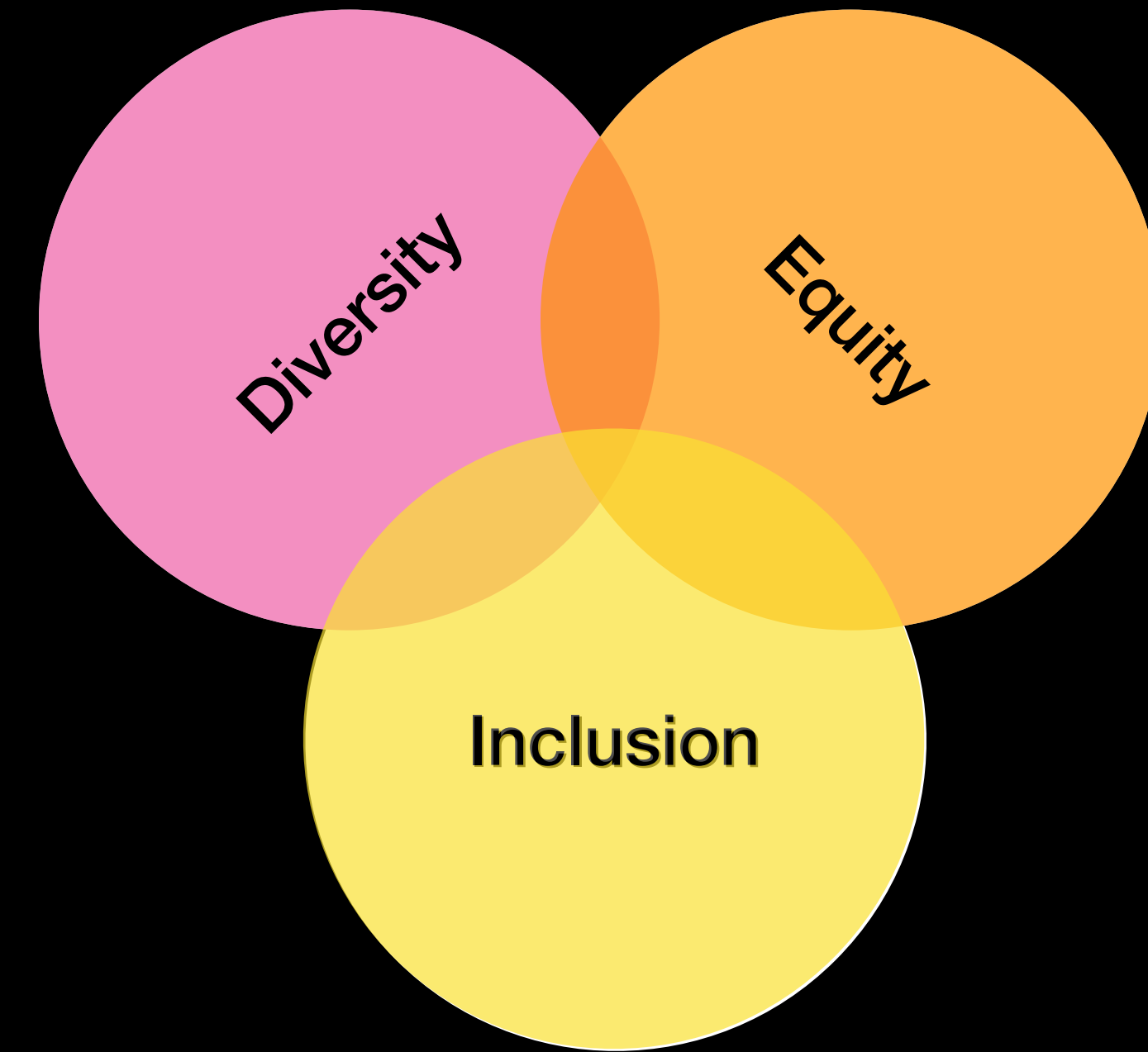
**We all deserve it**

Empathic, emotionally intelligent work environments have a track record of increasing creativity, improving problem solving and raising productivity

Pleasure in the job puts perfection in the work



# What defines the work environment?



**IFAE already has some mechanisms in place**



# What defines the work environment?

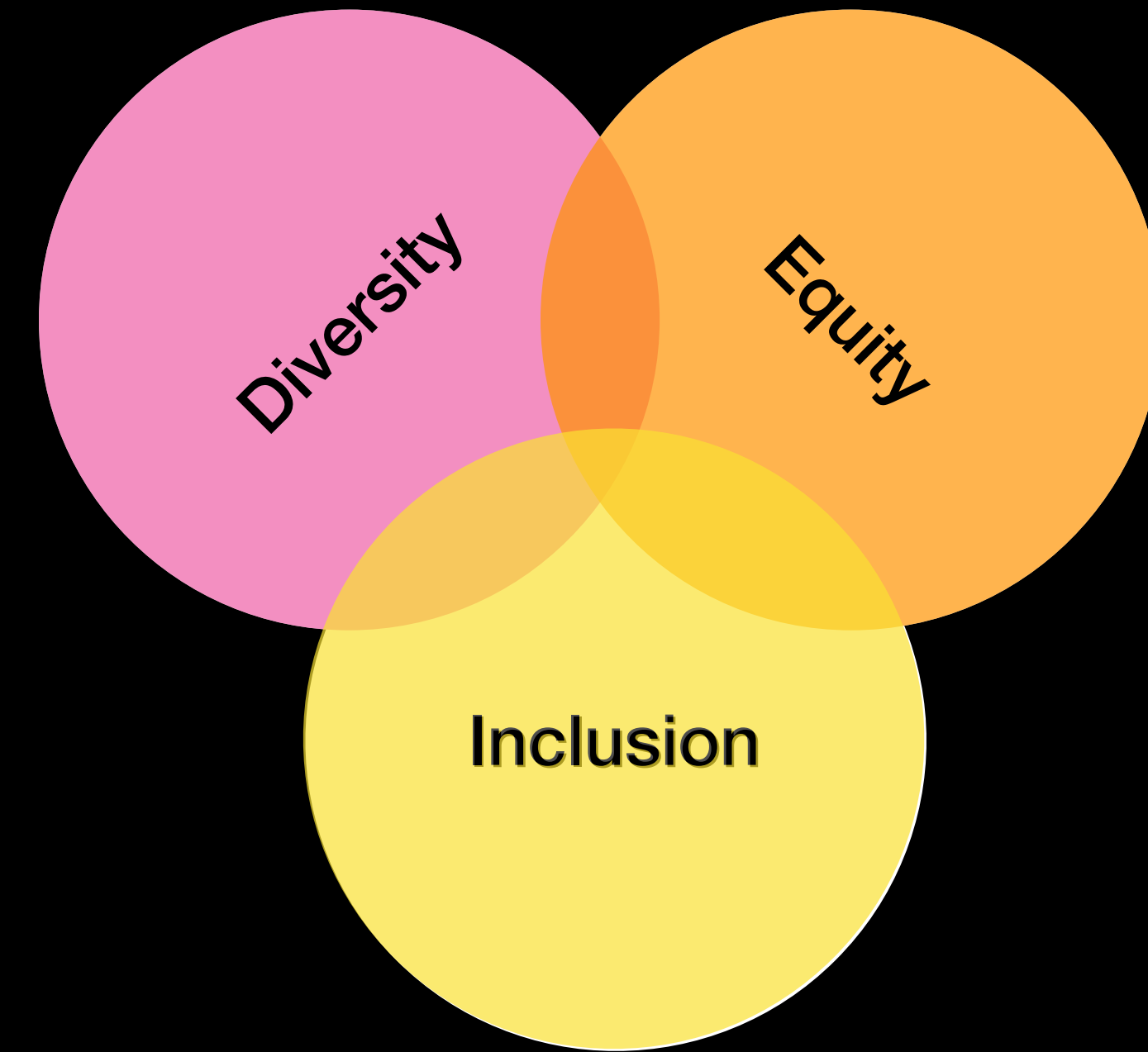


**Work Council**  
*(Comité de Empresa)*

**And some in the process to be in place**

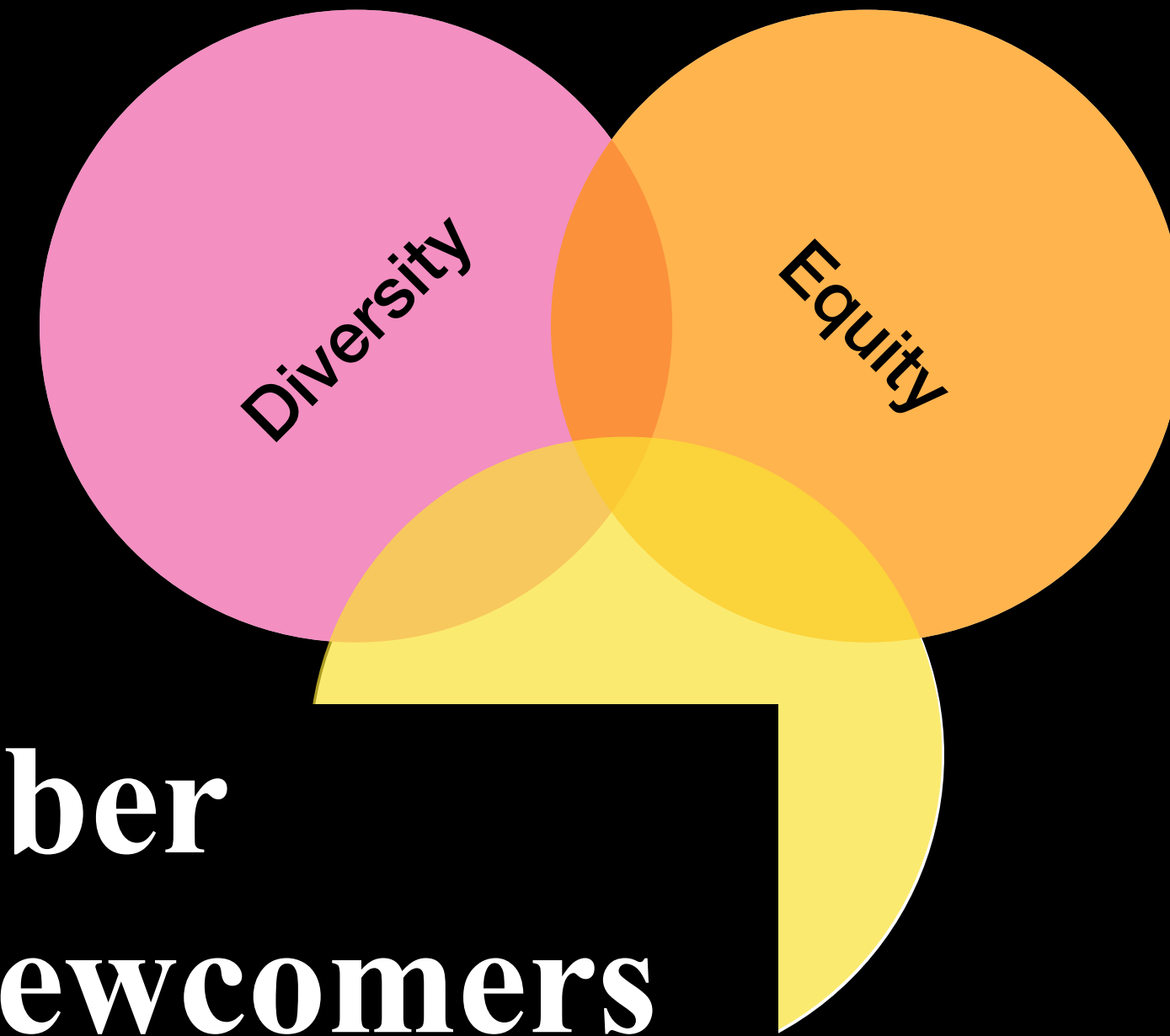


# What defines the work environment?





# What defines the work environment?



Every year around mid October  
Pizza Seminar as information for newcomers  
and reminder for everybody





# Safety (and health) first

## Safety Document

This document describes the safety and health procedures and rules at IFAE. If you are employee at IFAE or from another institution but temporally working at IFAE, you must read and understand the relevant parts of this document. Sections 1 and 2 are relevant for everybody. Section 4 details which other parts are relevant depending on your job profile.

If you find any omission or wrong or outdated information in this document, or you simply want to comment or make suggestions, please write to [safety-responsible@ifae.es](mailto:safety-responsible@ifae.es) or [ifae-safety@ifae.es](mailto:ifae-safety@ifae.es).

Chair: Imma Riu

Not as long as it may look like (unless you work in all IFAE spaces) and contains relevant information.

Not only everybody is supposed to have read and acknowledged it, but also everybody will benefit from reading it.

## SAFETY AND HEALTH RULES AT IFAE

Version 1.7 2020.02.17

Institut de Física d'Altes Energies  
IFAE



Institut de Física  
d'Altes Energies



EXCELENCIA  
SEVERO  
OCHOA



Barcelona Institute of  
Science and Technology



# Equity, Diversity & Inclusion (EDI) Committee

*(former Gender Equality Committee)*

**edi-committee@ifae.es**

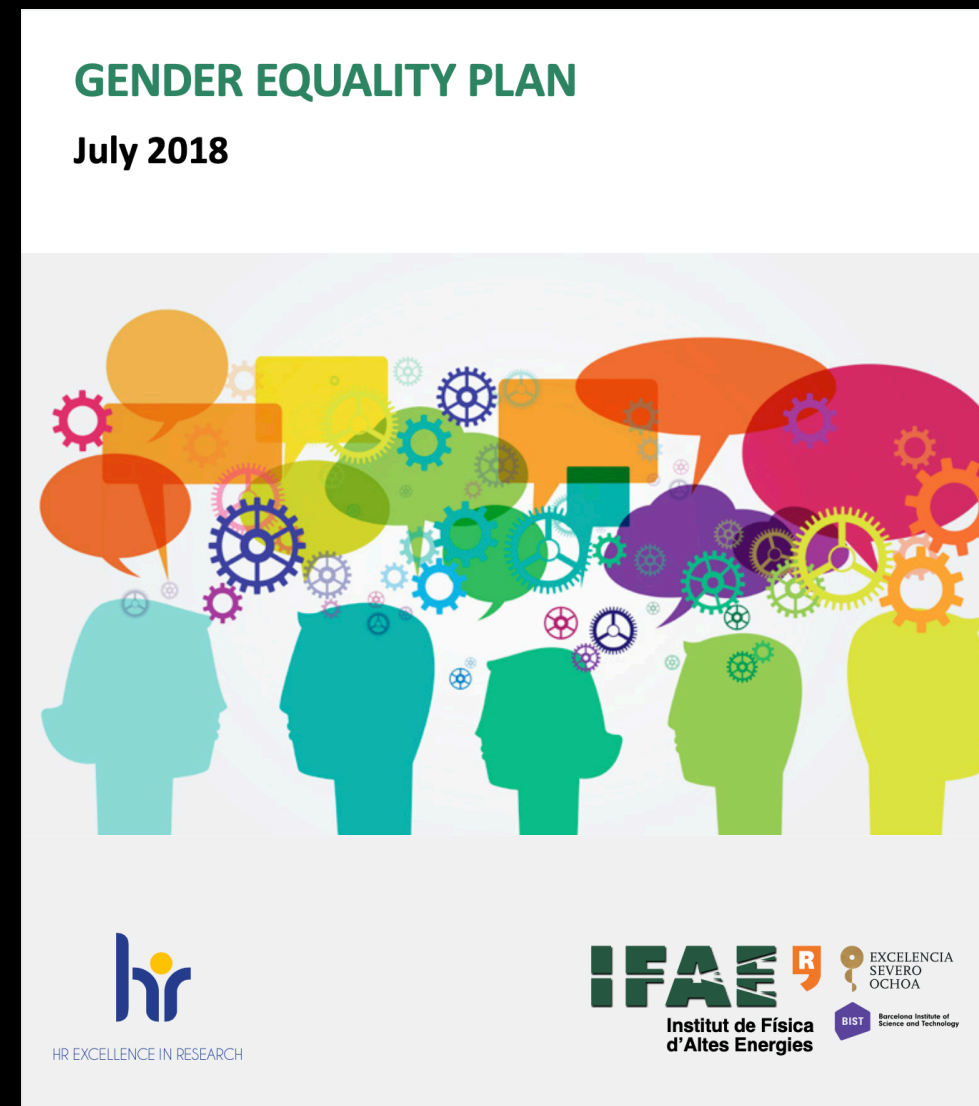
**Members:** Adrià Berrocal, Martine Bosman, Iolanda Canut, Laia Cardiel, Rafel Escribano, Andreu Font (chair), Silvia Gasparotto, M. Herrero, Maria-Lluïsa Mir, Monica Seglar, Oscar Blanch (ex-officio), Quim Bosch (ex-officio), Imma Riu (ex-officio)

## Tasks:

Ensure the improvement of Equity, Diversity and Inclusion at IFAE

- Welcome package
- Welcome day
- Mentoring program
- Colloquium by Female Scientists
- Collect and interpret employment (and other) data
- EDI surveys
- Content EDI web page
- EDI related outreach activities

EDI is everybody, committee there to help but we are all actors



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## Code of Conduct

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Institució CERCA

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November 2018

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# Welcome Day

## Welcome Day

📅 Wednesday 25 Oct 2023, 12:00 → 13:00 Europe/Madrid

📍 IFAE Seminar Room + Zoom (Hybrid Seminar)

Organized by Silvia Gasparotto, Pol Forn Diaz, Fabio van Dissel, Andrea Wulzer

**12:00** → 12:20 **Welcome to IFAE**

Speaker: Eugenio Coccia (IFAE)

🕒 20m

**12:20** → 12:40 **Newcomers self introduction**

🕒 20m

**12:40** → 13:00 **IFAE Quiz**

🕒 20m

(Any typo, mistake, omission, ... in today's pizza seminar is the fault of the day swapping)





# Mentoring Program

Organisers: Oscar Blanch, Pol Forn (replacement needed), M. Herrero and Monica Seglar

Guidance from an alternative/complementary view from group and/or supervisor.

Actors: "all" physicist

- Senior researches as mentors for post-docs
- Post-docs as mentees and mentors **(NEW)** for PhD students
- PhD students as mentees **(NEW)**

Preliminary Mentor-Mentee pairing on going and you will be contacted to let you know your mentor/mentee (hopefully) before end of the month.

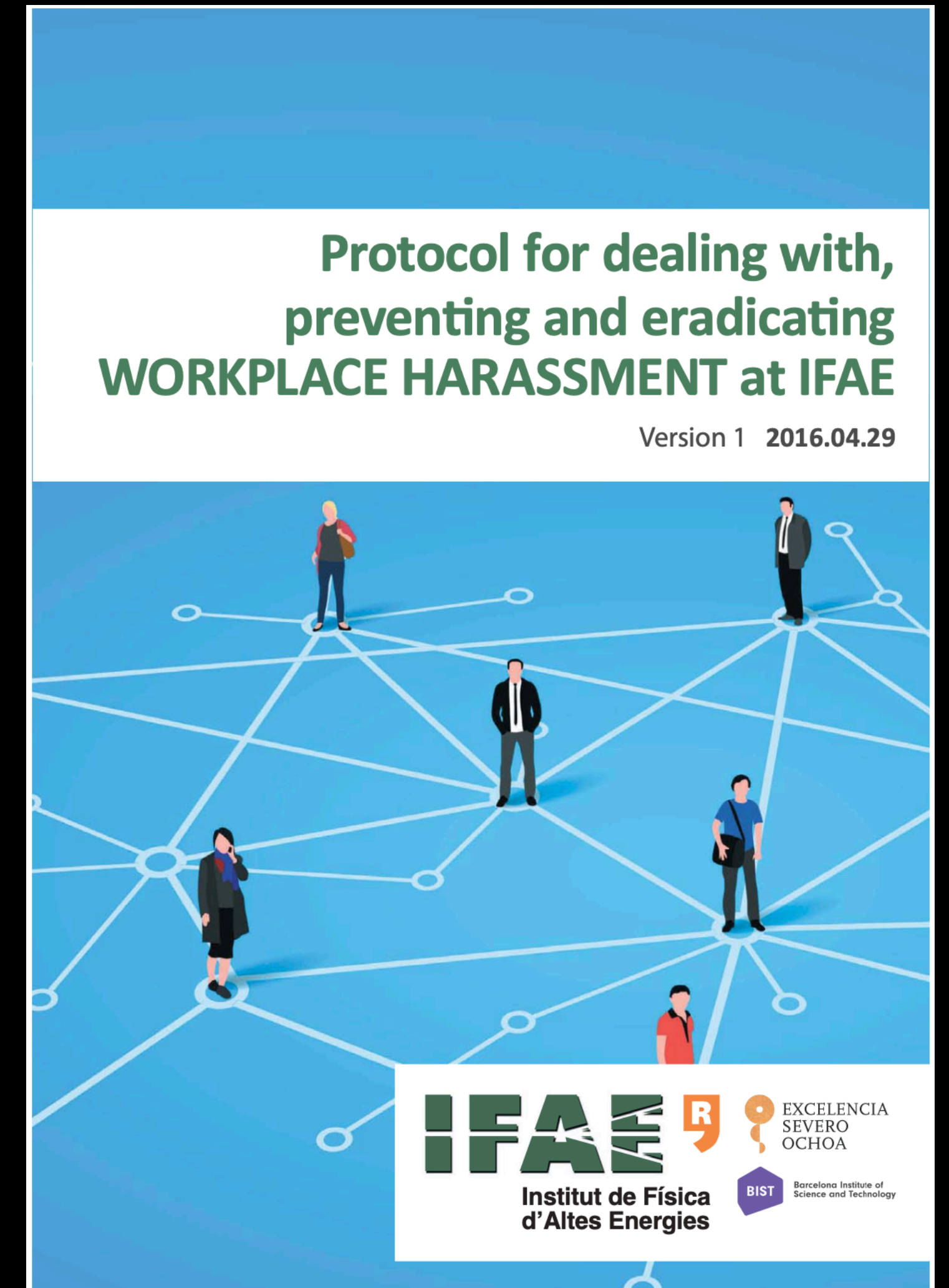
We aim to have two meetings Mentor-Mentee including some tracking feedback

# Conflict Resolution - Ombudsperson

IFAE has both an Ombudsperson and a protocol for dealing with, preventing and eradicating workplace harassment.

- Two possible entry points:
  - Ombudsperson: Oscar Blanch
  - Chair DEI committee: Andreu Font
- No need to wait for Harassment to go to the Ombudsperson.
- It is also a path to report on:
  - Wellbeing issues
  - Uncomfortable situations
  - Small conflictsSince it helps to improve work environment

We will see what can be done always keeping confidentiality



# Wellbeing

- Psychological Support
  - Open to all IFAE members
  - BIST program that also aims to improve work environment
  - IFAE covers 25 Euros session for up to 5 sessions per person (need to follow some steps ... please follow them)
  - Good feedback from IFAE members who used it (and spontaneously gave feedback)
- Workshops and seminars (mainly through BIST)
  - Resilience
  - Master and PhD supervision
  - From Science to Business
  - Research and Mental Health (to come)



Internal Websites

## Psychological Support

### BIST Contacts

#### Maria Jose Torrente

Email: [mj@mjtorrente.com](mailto:mj@mjtorrente.com) | Website: <https://www.mjtorrente.com> | Price: 50 Euros / hour | Languages: Catalan, Spanish

#### Noemí Domínguez

Email: [ndominguez@copc.cat](mailto:ndominguez@copc.cat) | Price: 60 Euros / hour | Languages: Catalan, Spanish

#### Damián Uroz

Email: [damianuroz@cop.es](mailto:damianuroz@cop.es) | Price: 50 Euros / hour | Languages: Spanish, English | Only Online

#### Romina Bassignani

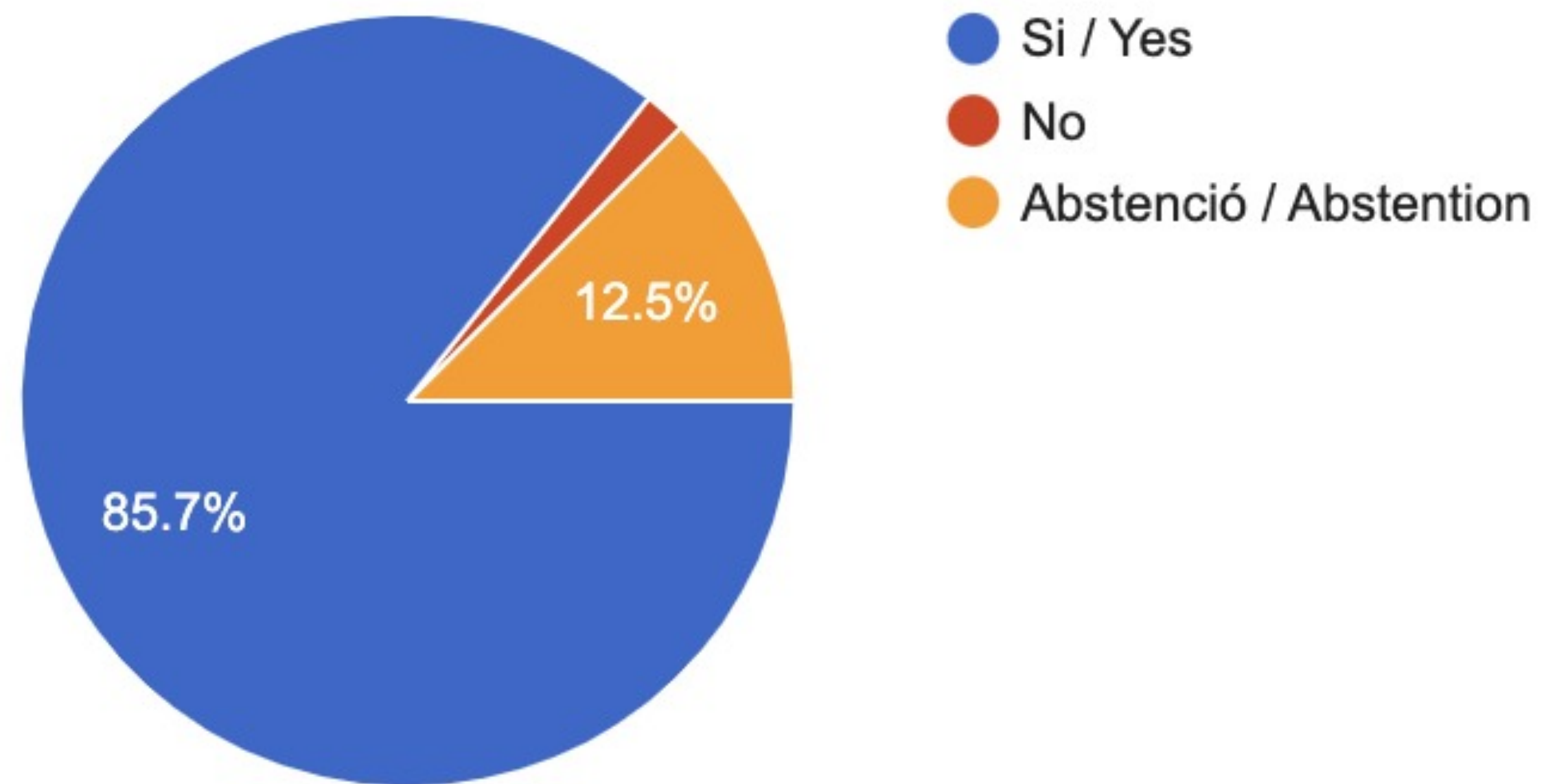
Email: [rominabass@copc.cat](mailto:rominabass@copc.cat) | Price: 50 Euros / hour | Languages: Spanish, English





# Work Council

- Survey among IFAE employees gave large majority in favour of its creation
- Informative session: ICFO experience and Union representative
- Task force for building a program and discuss next steps (sign-in open, just let Oscar Blanch know your interest)



## Sessió informativa: Passes per la Constitució del Comitè d'Empresa de l'IFAE / Informational Session: Steps for the Constitution of the Work Council at IFAE

Wednesday 5 Jul 2023, 13:00 → 14:00 Europe/Madrid

Seminar Room (IFAE)

Andreu Pacheco Pages (IFAE/PIC), Manel Martinez (IFAE), Oscar Blanch (IFAE)

Description Zoom Room:

<https://us02web.zoom.us/j/89787514064?pwd=SkRaOEIqanZRNfZXM2d2SE9PN1d0Zz09>

**13:00** → 13:20 **Introducció als comitès d'empresa i passos a seguir per constituir un comitè d'empresa** ⌚ 20m

- Que és un comitè d'empresa?
- Per a que serveix un comitè d'empresa?
- Com es constitueix un comitè d'empresa?

Speakers: Jordi Seto (CCOO), Llargués Albert (CCOO)

**13:20** → 13:40 **Experiència ICFO constitució comitè empresa** ⌚ 20m

Speakers: Carles Ros (ICFO), Laura Zarraoa Sardon (ICFO)

# Summary

## Things can always be improved

Do not hesitate to use the resources:

- Safety and Health document and committee
- EDI Committee
- Ombudsperson
- Seminars and workshops
- Psychological Support
- Mentoring program

And everybody is wellcome to participate on the Work Council creation and to provide ideas for a possible program of the Work Council



# Where to find it

The screenshot shows the IFAE website homepage. At the top, there is a navigation bar with the IFAE logo, a list of affiliations (BIST, CERCA), and logos of supporting organizations (ICREA, ERC, Unión Europea, Agència de Gestió d'Ajuts Universitaris i de Recerca, Obra Social "la Caixa"). Social media icons for Twitter, LinkedIn, and Indico are also present. A red circle highlights the "Internal" button in the top right corner. Below the navigation bar is a horizontal menu with the following items: About, Research, Technology Transfer, Careers, Education & Outreach, Funding, and Equity, Diversity and Inclusion. The main content area features a large banner with the headline "From particles to the Cosmos" and a sub-headline "IFAE conducts experimental and theoretical research at the frontiers of fundamental physics." The banner includes the IFAE logo and a background image of particle tracks against a starry sky. A "Highlights" section is partially visible at the bottom.

ifae.es

Internal

About Research Technology Transfer Careers Education & Outreach Funding Equity, Diversity and Inclusion

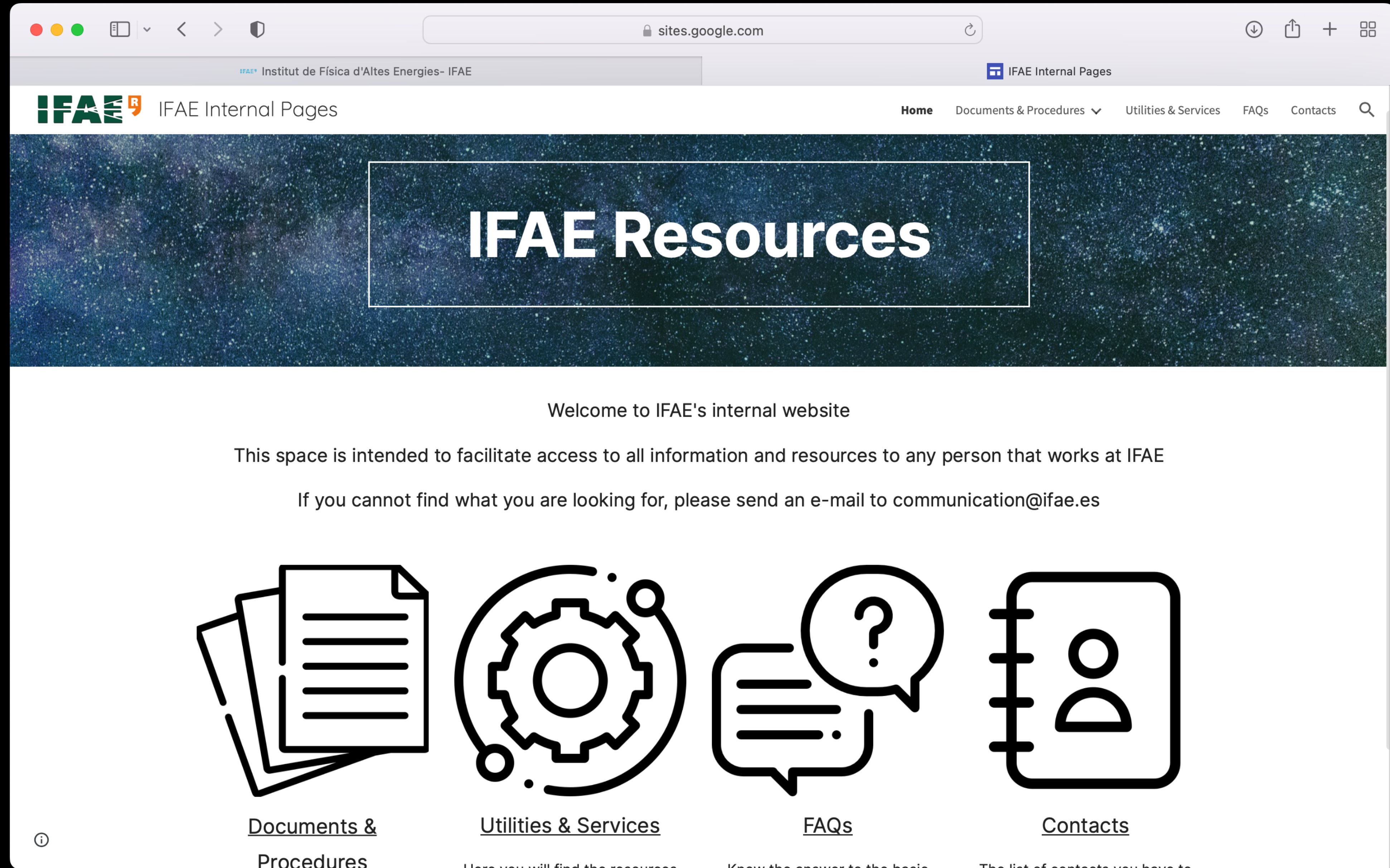
## From particles to the Cosmos

IFAE conducts experimental and theoretical research at the frontiers of fundamental physics.

Highlights



# Where to find it



The screenshot shows a web browser window displaying the IFAE Internal Pages website. The browser's address bar shows 'sites.google.com'. The website header includes the IFAE logo and the text 'IFAE Internal Pages'. A navigation menu contains links for 'Home', 'Documents & Procedures', 'Utilities & Services', 'FAQs', and 'Contacts'. A large banner with a starry background features the text 'IFAE Resources'. Below the banner, a welcome message reads: 'Welcome to IFAE's internal website. This space is intended to facilitate access to all information and resources to any person that works at IFAE. If you cannot find what you are looking for, please send an e-mail to communication@ifae.es'. At the bottom, four icons represent different resource categories: 'Documents & Procedures' (stack of papers), 'Utilities & Services' (gears), 'FAQs' (speech bubbles with a question mark), and 'Contacts' (person icon in a notebook).

IFAE Institut de Física d'Altes Energies- IFAE

IFAE Internal Pages

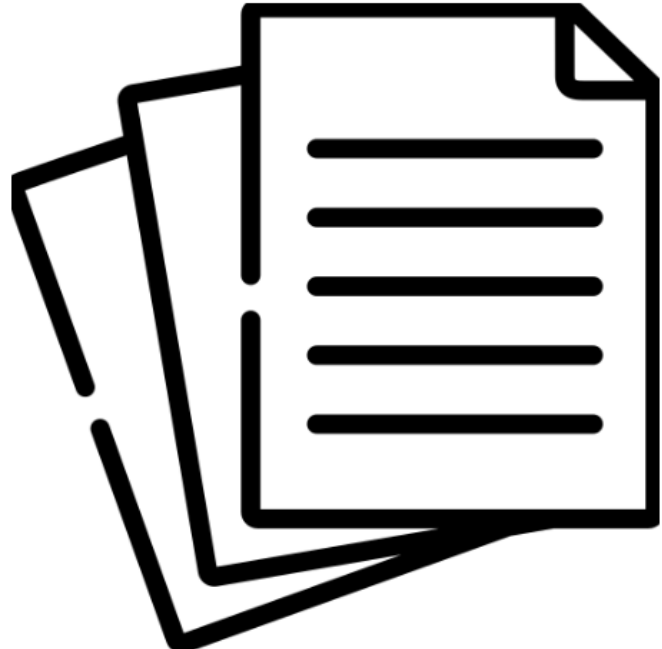
Home Documents & Procedures Utilities & Services FAQs Contacts

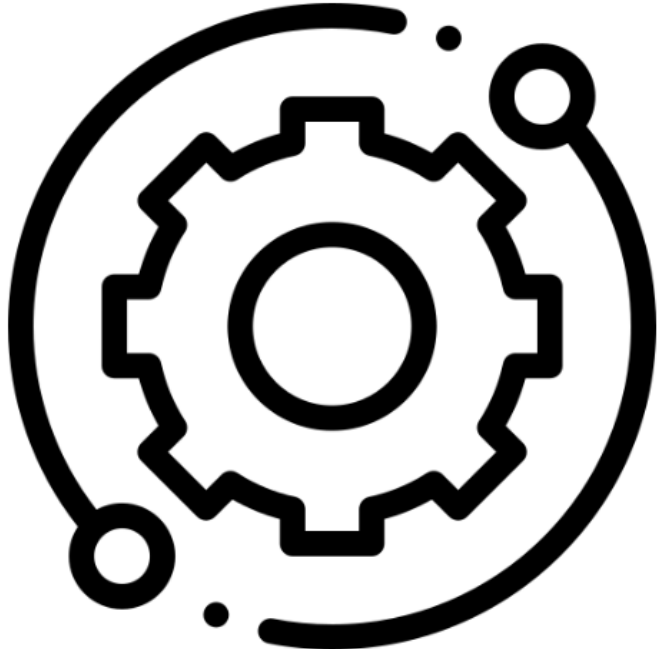
## IFAE Resources


Welcome to IFAE's internal website

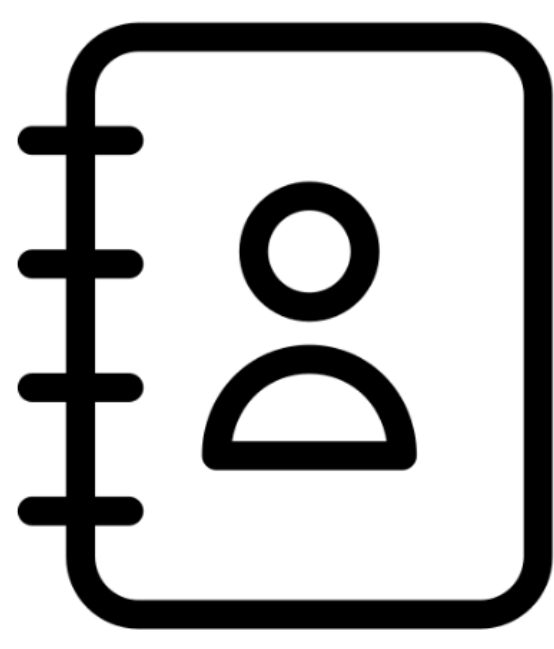
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 Documents & Procedures

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