



Fundación TBA21
Thyssen-Bornemisza Art
Contemporary
Calle Amor de Dios 1
28014 Madrid
España
+34 915275986
madrid@tba21.org
tba21.org
twitter.com/tba21
instagram.com/tba_21

People Plan – Human Resources Policy

Introduction

Our People Plan recognizes that our staff and collaborators are our greatest asset. It seeks to define how we support and grow their ability to work regeneratively, whatever their role or position.

Alongside this People Plan, the Foundation also has an 'Equality Plan' (explaining the specific actions we take to embed equality, diversity, and inclusion in our work) and a description of our "Values in Action," providing guidance on how we embody our values and the actions the organization puts in place to support staff and partners in achieving this.

Policy Principles

Flexible, Efficient, Transparent

This policy and its regular review and evolution will provide the necessary flexibility to adapt to the needs of the Foundation in regard to its Vision and Mission, which align with its values.

It will balance and ensure an adequate relationship between resources invested and any required evolution of the workforce and support they may need.

This policy will be public, available to all teams, and applied with maximum transparency, always maintaining necessary confidentiality in particular or individual cases.

Equal, Diverse, and Inclusive

Everyone should have the opportunity to join and advance in working with the Foundation based on their potential and contribution.

Please see our 'Equality Policy' for several practical measures to ensure an equal, diverse, and inclusive workplace.

Respect, Collaboration, Confidentiality

This policy will be applied in such a way as to help fulfill and contribute to the 'Ethics and Values' of the Foundation.

The Foundation views our employees, contractors, and partners as essential to achieving our Vision and is committed to collaborating to help them take an active role in their growth. This is the most effective way of delivering organizational development.

The policy will be updated and evolve based on experience and feedback from employees and partners.

The organization has precise mechanisms to address occasions when our ethics and values are not upheld.

Actions

1. Maintain parity in the distribution of women and men in positions of responsibility within the organization, including the Board.
2. Analyze the distribution of diversity across the organization and identify any areas of concern.
3. Regularly review selection criteria (an annual review by the HR Manager and Chief of the Financial and Legal Office) and policies to ensure they are equal, diverse, and inclusive.
4. Improve employee portal and onboarding information to include clear information on roles, requirements, and advice or learning opportunities for advancement.
5. Clarify and make visible the role of the HR Manager in developing opportunities for growth and learning.
6. Deliver Equality, Diversity, and Inclusion training for all staff per the 'Equality Plan.'
7. Ensure a salary ratio of no larger than one to five from the lowest to the highest paid pro rata pay within the organization.
8. Provide guidance on how to give and receive feedback to managers and staff.

9. Provide advice on how to approach advancement discussions to both management and teams.
10. Provide a dispute resolution framework to managers and groups and a mechanism to make confidential reports if necessary (see Gross Misconduct and Harassment Policy)

Supervision & Responsibility

The content of this policy is reviewed annually by the Board and the Executive Team. Day-to-day responsibility for the implementation and management of this plan is provided by the HR Manager and Chief of the Financial and Legal Office).