



Sustainability  
Report

# Social Dimension



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## Human resources policy

Pursuant to Article 47.2 of LRDL 2/2011 enacting the Consolidated Text of the Ports and Merchant Navy Act, “The Port Authorities and Puertos del Estado shall adjust their human resources policy to the principles, criteria and provisions of the budgetary and economic policy of the Government regarding workers of the state public sector, together with the operating criteria and general objectives established in the Strategic Framework”.

Within that sphere, Huelva Port Authority’s human resources actions were executed in 2020 pursuant to an austerity policy regarding costs and social charges and to the application of the competency-based management system, by implementing the professional development, training and classification sub-systems contained therein.



Worker in port facilities.

## Employment at the port authority

### Total number of employees (S\_01)

#### Evolution in the total number of Port Authority employees

	2018	2019	2020
Annual average workforce	219	220	220

### Percentage of part-time employees against full-time employees (S\_02)

#### Evolution in the percentage of part-time Port Authority employees

	2018	2019	2020
Percentage of part-time employees	32.54%	33.36%	30.27%

### Distribution of workforce by areas of activity (S\_03)

#### Distribution of workforce by areas of activity in 2020

Activity	Percentage of annual average workforce
Office not covered by collective agreement	11.84%
Office covered by collective agreement	42.68%
Maintenance	7.32%
Port police	38.16%

### Percentage of employees covered by Collective Agreements (S\_04)

88.50% of the 217 workers employed as of 31 December 2020 came under the sphere of application of the collective agreement.

## Internal communication and participation

### Representation mechanisms of the workers and communication with management (S\_05)

Two representatives of the Trade Union Organisations, one for UGT and another for CC.OO, are on the Board of Directors of Huelva Port Authority.

In the year in question, elections were held for the legal representation of the workers of the Entity. The Works Council was set up with a total of nine number: five representing the CC.OO trade union, three representing the UGT trade union and one representing the C.T.P.A. union.

Along with the Works Council, a unit representation, the legal representation of the workers of the Entity is through the delegates of each of the Trade Union Sections (CC.OO, C.T.P.A and UGT).

The Works' Councils regularly meets with Management to discuss matters of interest. The committees required to ensure workers can participate in the life of the company have also been set up.

### Mechanisms for the technical participation of workers in improving the production processes (S\_06)

In general, they are joint committees, which discuss matters related to the production process, the organisation of the work, application of current legislation, prevention and safety, etc.

They are as follows:

- Local Skills Committee.
- Local Agreement Negotiating Committee.
- Health and Safety Committee.
- Equality Plan Negotiating Committee.
- Pension Plan Committee.
- Loan Committee.
- Tribunals for the external or internal covering of posts.

## Training

### Percentage of employees on training programmes (S\_07)

#### Percentage of employees on training programmes

As per bargaining agreement	85.20%
Not as per bargaining agreement	14.80%

## Average number of hours of training per employee (S\_08)

	Total Hours	N.º Employees	Average*
As per bargaining agreement	16,564	194	85.38
Not as per bargaining agreement	2,654	26	102.08

\*Average calculated out of the total number of employees covered and not covered by a bargaining agreement respectively.

## Number of training programmes underway in relation to the competency-based management system (S\_09)

As the result of the SAR-CoV-2 pandemic and the implementation of the measures needed to control its spreading, including those relating to social distancing, some of the training actions planned for the year in question in the reports were affected and could not be held as the required people could not be present in person. Consequently, there was a drop in the number of training programmes run, as well as in the number of students and training hours.

However, in accordance with the Multiannual Training Plan, approved by the Local Skills Committee on 12 February 2016, the following training programmes were conducted in relation to the competency-based management system:

### ANNUAL ENGLISH PROGRAMME ("LANGUAGE" SKILL)

A programme of activities aimed at improving "language" skills by means of official certification of certain levels, in accordance with the Common European Framework of Reference for Languages, was run for the fifth time in the third quarter of 2020.

The programme has been run annually and is aimed at anybody of Huelva Port Authority interested in improving their language level for the better performance of their professional activity, along with improving their personal profile. Therefore, Huelva Port Authority issued a call to tender for the language training contract, which resulted in a service contract being awarded to Kedaro International, the language specialist company. In that regard, Huelva Port Authority pays the language school the training cost of each participant in the scheme every month. The costs covered in that regard, in addition to the enrolment and relevant monthly payments, include those for the educational material needed for the training scheme, along with the costs of the tests needed for the official certification of the level in question.

Furthermore, and in order to facilitate the language training of the members of the workforce whose work time is subject to the shift system, a language training partnership agreement was signed with the Spanish National University of Distance Education (UNED).

The total number of people initially enrolled on the 2020-2021 language training programmes in each of its levels was 24, broken down as follows:

- English Level A1: 1
- English Level A2: 3
- English Level B1: 6
- English Level B2: 3
- English Level C1: 5
- English Level C2: 3
- French Level A1: 1
- Arab Level A1: 1
- Portuguese Level B1: 1

Out of the total of 54 people enrolled for the 2019–2020 academic year who continued between June and October 2020, they all achieved good enough grades to move up a level. Furthermore, the following official qualifications were obtained:

- Portuguese A2: 1
- English B1: 2
- English B2: 2
- English C1: 3
- French C1: 1

#### HEALTH AND SAFETY TRAINING PROGRAMME (“HEALTH AND SAFETY” SKILL)

The following Health and Safety training schemes were run in 2020:

### Induction Training

Pursuant to Article 19 of the Health and Safety Act 31/1995, of 8 November, all the new workers joining the company receive sufficient and appropriate theoretical and practical induction training, at the time of being contracted.

Training in that regard was given to a total of fourteen people.

### General aspects of the SARS-CoV-2

This training action was focused on establishing the general concepts, epidemiological characteristics and preventive actions, related to the infection by SARS-CoV-2 coronavirus and the ensuing illness, known as COVID-19.

The training was held online for one hundred and twelve participants.

## Other training courses

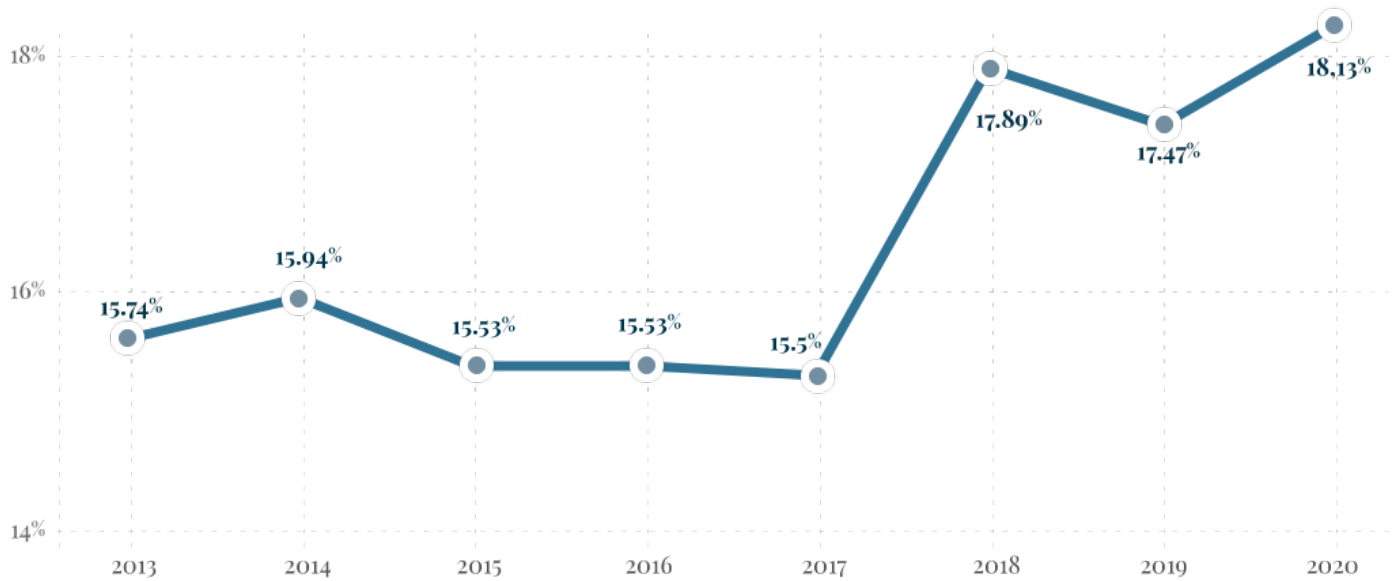
On the other hand, the following training actions were run apart from the competency-based management system in 2020:

	Participants	Hours
Management of freight land transport and logistics	1	375
Management Conversion Programme	2	1,074
Introduction to the Halal Concept	5	60
Port Services	1	25
BIM for facilities with AUTODESK REVITMEP	3	75
Public Sector Contracts	6	200
Master's Degree in Port Infrastructures	4	6,000
Employment Protocols practical cases 2	4	8
Employment Protocols practical cases 3	3	6
Expert in managing and negotiation energy contracts	1	180
ITIL 4 Fundamentals	6	120
Public Sector Contract Act	2	42
Railway Circulation Manager	15	2,040
Maritime Engineering	1	110.5
Master's Degree in Civil Engineering	1	750
Advanced training in electronic tendering	2	10
Building maintenance	1	110
Digital Transformation Executive programme	1	128

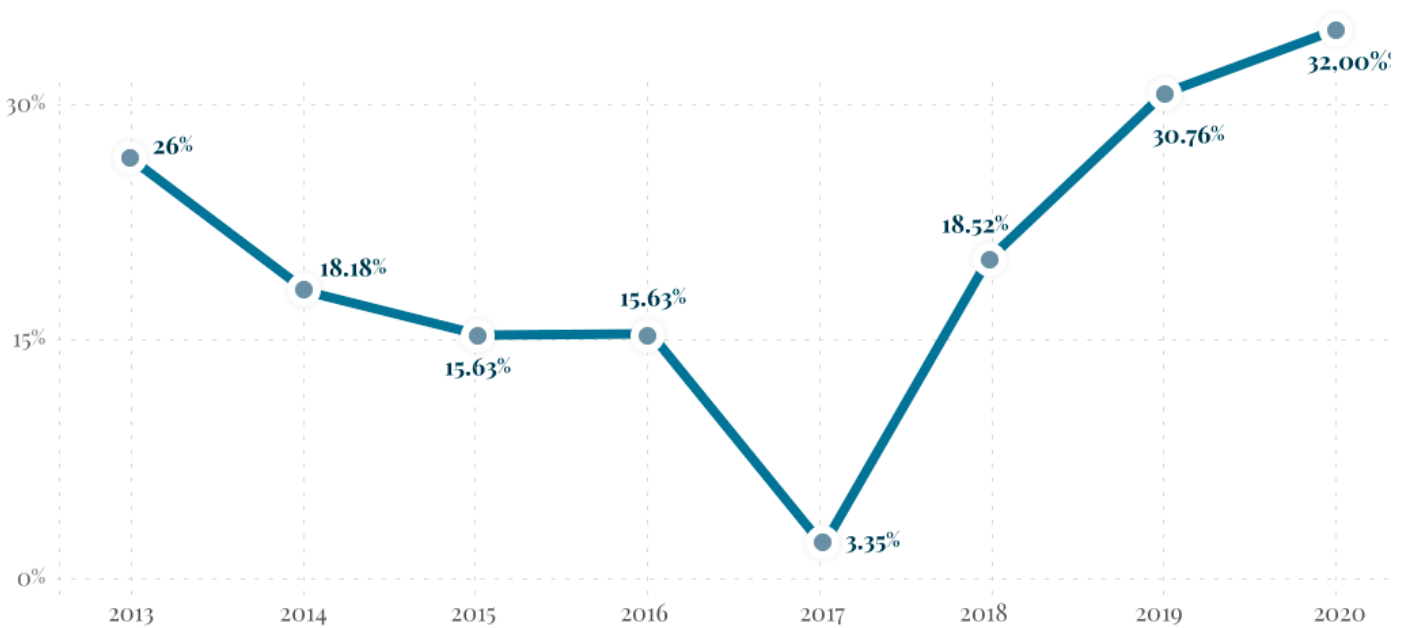
## Structure of the workforce and equality

Pursuant to the amendments established by Legislative Royal Decree 6/2019, of 1 March, on urgent measures to guarantee equal treatment and opportunities for women and men, Huelva Port Authority implemented the novation and preparation of the II Equality Plan of the Entity. The new Negotiating Committee for that Equality Plan was therefore set up.

### Percentage of women out of the total workforce (S\_10)

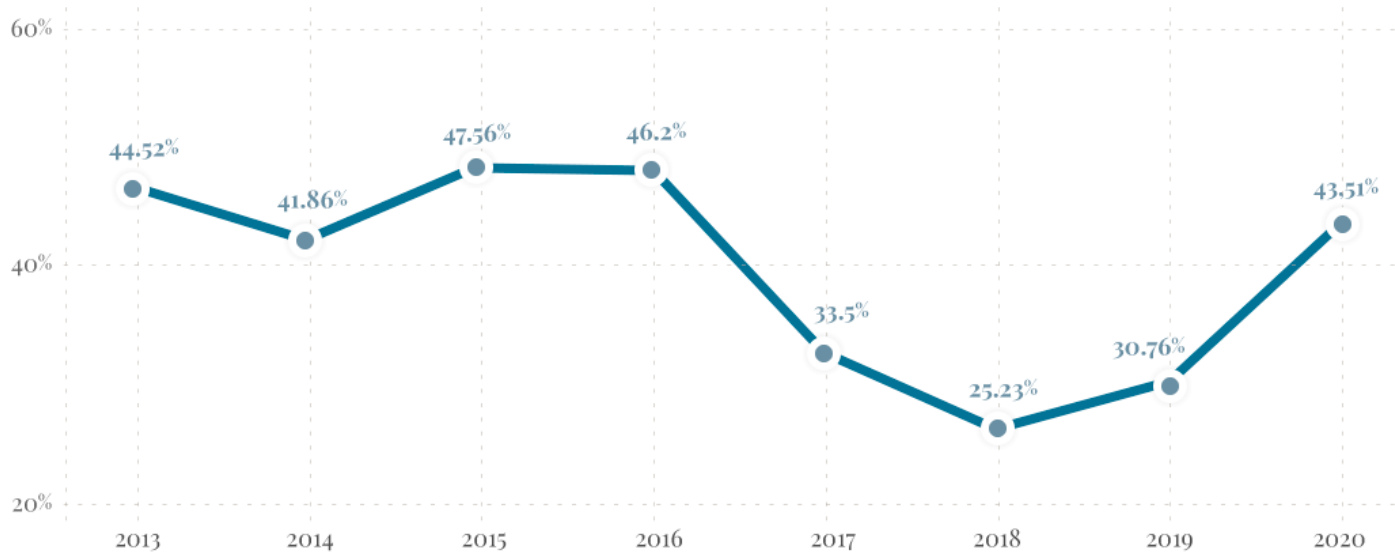


### Percentage of women not covered by the collective agreement (S\_11)

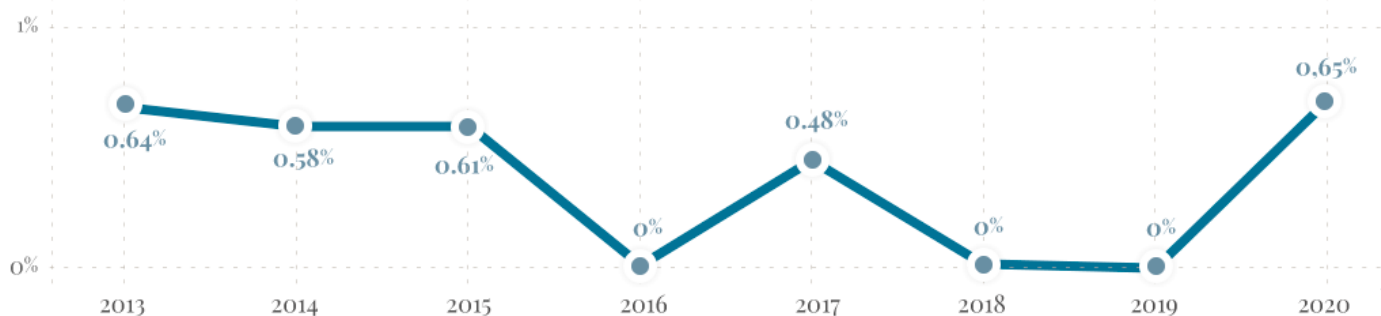




### Percentage of permanent workers over 50 (S\_12)



### Percentage of permanent workers under 30 (S\_13)



## Occupational safety and health

### Evolution in the annual accident frequency index (FI) (S\_14)

FI = (total number of accidents involving lost work time / number of hours worked) x 10<sup>6</sup>.

	2018	2019	2020
N.º of accidents involving lost work time for every million hours worked.	14.36	16.90	16.74

## Evolution in the annual accident seriousness index (SI) (S\_15)

SI = (number of days lost due to accidents / number of hours worked) x 10<sup>3</sup>.

	2018	2019	2020
N.º of days lost for every thousand hours worked.	0.62	0.79	0.22

## Training in the occupational risk prevention (S\_17)

- Total number of training hours: 107
- Total number of employees (annual average workforce): 220
- Average number of hours per employee: 0.49

## Protection and safety exercises and drills (S\_18)

The following safety exercises and drills were conducted in 2020, but it should be noted that the training actions related to the exercises were restricted due to the Covid health emergency:

### Protection

02/06/2020

ILLEGAL INTRODUCTION OF PEOPLE  
ON THE SOUTH WHARF

07/15/2020

CHANGE OF PROTECTION LEVEL  
REQUIRED BY THE SES

03/10/2020

CHANGE OF PROTECTION LEVEL  
FROM PORT FACILITY

09/23/2020

PORT PROTECTION PLAN EXERCISE

### Self-Protection

01/05/2020

FIRE AND ONBOARD RESCUE DRILL

03/04/2020

FIRE AND ONBOARD RESCUE DRILL

02/05/2020

FIRE AND ONBOARD RESCUE DRILL

03/09/2020

PRACTICAL EXERCISE IN FACILITIES IN  
SEVILLE ON FIRE IN CONFINED SPACES

02/19/2020

FIRE AND ONBOARD RESCUE DRILL

## Internal Maritime Plan (IMP)

03/05/2020  
FERTIBERIA INTERNAL MARITIME  
PLAN (IMP) DRILL

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06/15/2020  
DECAL IMP DRILL

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07/07/2020  
ENAGÁS IMP DRILL

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03/09/2020  
CEPSA IMP DRILL

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11/04/2020  
IMPALA IMP DRILL

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11/18/2020  
NATIONAL RESPONSE PLAN DRILL

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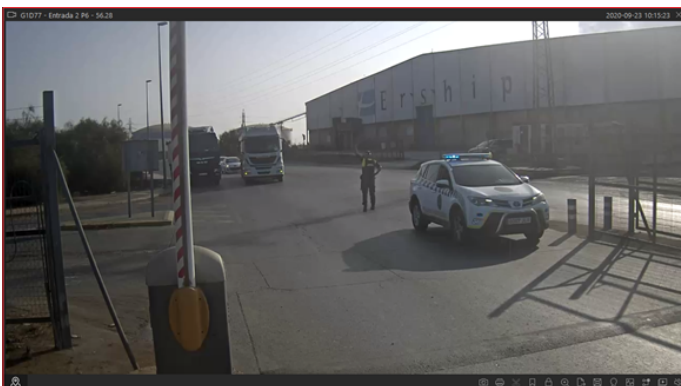
01/12/2020  
ATLANTIC COPPER IMP DRILL

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As regards the Port Protection Plan exercise on 23 September, it should be noted that the Secretariat of State for Safety to notify changes in level and the State Security Forces took part.

The goals were as follows:

- Train the port's protection organisation in the Protection Change of Level procedures.
- Check the communication protocol with the CEPIC (Permanent Information and Coordination Centre of the Secretariat of State of Security).
- Response of the CPCS (Port Services Control Centre).
- Communications with the CCP (Protection Advisory Committee).



As regards the self-protection exercises conducted, and due to the health emergency restrictions, we were restricted to only the first type of planned exercises consisting of rescue crew during a fire emergency. The goals set for those exercises are summarised below:



- Familiarise the GI with onboard emergencies. (Intervention Group).
- Familiarise the GO with its action procedures. (Order Group).
- Training in communication procedures between the agents of the Self-protection Plan.
- Test what has been learnt in previous drills.

Real resources were deployed during the marine pollution control exercise on 18 November, with the following goals:

### General goals

- Set up the response structures and check the establish operational procedures, along with using the available human and material resources to respond to the pollution case used.
- Strengthen cooperation and assess the degree of coordination between the different Administrations, Authorities, Institutions and companies involved in a marine pollution incident and in the response, as envisaged in the National Response to Marine Pollution System.
- Familiarisation and training of the response groups in the handling of pollution control equipment and resources and of pollution control techniques.
- Facilitate the review of the National Maritime Plan (PMN) by proposing possible amendments based on the conclusions from the exercise.
- Assess the performance of the Spanish Administration in the management, coordination and response to a pollution incident in different emergency situations, both when hydrocarbons and toxic liquids are involved.

### Specific coordination goals

- Establish the emergency phases and situations and the use of response to marine pollution incidents, taking the possible risks and vulnerable areas into account.
- Assess any possible damage that the pollution incident may have on people, property and the marine environment.
- Improve coordination between the different activated plans.
- Strengthen and promote cooperation between the Harbourmaster, SASEMAR, the Port Authority and companies involved in pollution control and response.
- Improve the response coordination mechanisms in the case of a pollution incident between the maritime entities and companies (private sector) and the port maritime authorities.
- Improve the skills of the workers involved in the response, clarify their roles and responsibilities in the case of marine pollution.

## Specific operational goals

- Determine the correct monitoring of the established operational procedures, along with the response times and action using the different resources, and their possible optimisation.
- Strengthen cooperation and coordination between the support and the resource deployment vessels, along with the CCS, the zone coordinator, the directors of the activated IMPs and the different operational activities.
- Check that the safety standards are maintained throughout the exercise.
- Check the state of the fire-fighting equipment to be used in the exercise and the potential combination of equipment of different agencies or authorities, along with their coordination.
- Increase the use of proactive collection equipment.

This was a marine pollution control exercise at provincial level, part of the training and regular drill programme of the National Maritime plan, defined in Article 30 of the FOM/1793/2014. Order.



## Employment and job security in the port community

### Requirement for safety and preventive measures (S\_20)

In its Specifications, Huelva Port Authority (APH) requires the applicants for licences or service provision authorisation to submit, among others, a sworn statement that they comply with the occupational health and safety (H&S) obligations pursuant to the Health and Safety Act 31/1995, of 8 November and other enacting legislation and, in particular, as regards what is envisaged with respect to the business activities coordination (CAE), as the owner of the work centre, in RD 171/2004, of 30 January, implementing Article 24 of the aforementioned CAE Act.

### Business activities coordinating mechanisms (S\_21)

H&S is a key aspect of managing port safety, which has led to a redoubling of our efforts to control, coordinate and anticipate all the circumstances that interact in the port setting.

An environment as complex as a port, when many agents carry out their work simultaneously in the same setting, requires a high degree of coordination and control so that the activity is carried out in a way that is safe for people, the environment and facilities.

In order to fulfil this objective, the APH has the CAE and Works Safety Division, along with support from a specialist external company and the Metacontratas computer application that allows all the tasks arising from the procurements of works and services to be managed in the framework of the CAE.

That coordinated action, implemented by managing the documents that need to be exchanged between the concurrent companies present at the different work centres such as in construction work, to control the workers' access to the centres, along with authorising suppliers and visitors.

The APH has CAE procedures that prior to the start of the activity by the contracted companies and once all the documentation has been collected using the Metacontratas computer application, are analysed by the CAE and Works Safety Division, with advice from the contracted technical assistance. Authorisation is then given or not according to the procedure, whether responsible and coherent application of the principles of the preventive action by the concurrent companies (EECC), the correct application of the work methods, controlling the interactions of the different activities are guaranteed, in particular, when there are hazards classified as serious or when they affect the health and safety of the workers and the adequacy of the measures applied to prevent any existing hazards that may affect the workers of the EECC.

### Total number and percentage of sea goods terminals and sea passenger terminals operated as concessions or with authorisations, and companies with licences or authorisations to provide port services or commercial services with an OHSAS system (S\_22)

Total number and percentage of sea terminals and service companies operating an OHSAS system:

Type of terminal/service	Total	Total N° with OHSAS system	% with OHSAS system
Goods terminal	7	5	71%
Passenger terminal	2	0	0%

Type of terminal/service	Total	Total N° with OHSAS system	% with OHSAS system
Stevedore service	8	0	0%
MARPOL Service	9	7	78%
Technical-nautical service (pilotage, towing and mooring)	5	2	40%
Port services (others)	52	9	17%



### Protection and safety training actions for the port community (S\_23)

Unfortunately, we were not able to conduct any training due to the health emergency.

As regards this specific point, it should be noted that the terminals and companies located in the Port take part in the Internal Maritime Plan and the Protection Plans.

## Relations with the social environment



The social commitment of Huelva Port Authority can be seen in the initiatives to disseminate the activity of the port and communication with the citizens, in actions to improve the port-city interface and in its commitment to a Social Responsibility policy committed to its immediate surroundings.

A key instrument to disseminate the port's activity and communicate with the general public is the Port of Huelva Visitors and Documentation Centre, which is also home to its Historical Archive. It is in the refurbished former engine shed and was opened in 2003. Its aim is to showcase the Port, its work, its future projects, its current and past socio-economic importance and its mission to continue to generate wealth and opportunities, as well as being a very important part of the regional, provisional and local economy.

In this area of citizen outreach, the activity of the Visitors and Documentation Centre was also affected by the restrictions on mobility during the State of Alarm.

In addition to cooperation with the events and companies mentioned in section I\_34, there were other activities to open up and publicise the port's facilities..

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**However, 43 meetings and events organised by business and social groups, along with internal meetings, were held during 2020, with the relevant safety measures in place to prevent the spread of the virus.**

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Apart from the involvement with the events and entities discussed in Section I\_34, all visits and outreach and dissemination activities of the port facilities were suspended from March onwards, pursuant to Royal Decree 463/2020, of 14 March, declaring the State of Alarm.

Specifically, the visits to the port facilities by catamaran, and the visits to the "El Rompido" and "Mazagón" lighthouses, along with the visits to the Monument to the Faith of the Explorer were cancelled.