

## ORGANISATIONAL RECRUITMENT POLICY

The Recruitment Manual establishes the different steps of the process of seeking, selecting and incorporating the research personnel, as well as the policies and regulations for their application in order to find the most suitable professionals to join the Institution with the highest guarantees of transparency and equal opportunities.

The job profile and description of functions for each position help the establishment of a clear framework of competencies, as well as the evidences of knowledge, psychological fitting test and personal interview assessments to allow the evaluation in the more objective way for each person.

Recruitment is developed within the legal Spanish framework currently in force, the Internal rules on contractual and legal obligations of IMIM Foundation and complying also with internal requirements of quality. Additionally, also apply the constitutional principles of merit, capacity, equality and publicity as well as the principles and code of conduct established in the European Charter for Researchers and the Code for the Recruitment of Researchers.

The recruitment policies to be followed at IMIM are the following:

- Job opportunities are open to both external or internal applicants at the institution as external and internal sources of call dissemination
- Calls are published sufficiently to let researchers interested in to apply
- Calls use an inclusive language according with the "Guide for the non-sexist use of the language" of IMIM Foundation
- Applicants selection is based on the assessment by merit, capacity and aptitudes and, in this sense, mechanisms of non-discrimination for those under-represented groups is applied
- Different stages of pregnancy are neutral in applicant's evaluations
- Every applicant is to be submitted to the full recruitment process with no exceptions
- The contracting process is open and transparent altogether with equal opportunities among applicants
- The selection bodies always use impartial, professional, independent and with technical criteria
- The final resolution is documented and justified by a report integrated in the system information of IMIM
- The overall process is prepared to be quick and objective
- Information collected is used only for recruitment purposes and considered and treated as confidential. Any expenses that could be generated during the candidates application will run on their own, unless the contrary is agreed.