

POLYMAT'S OTM-R POLICY

Introduction

The Basque Center for Macromolecular Design and Engineering, POLYMAT Fundazioa, located in Donostia-San Sebastián (hereafter POLYMAT) is an international excellence research center in polymers, where use-inspired fundamental research on synthesis, assembly and processing of polymers is performed in concert with theory and simulation.

Synthetic polymers are found in such a large variety of products that have shaped modern life. In the future, polymers will continue substituting other materials in established applications and will play a major role in the development of the technologies.

POLYMAT will address some of the 21st Century challenges such as energy, health care and sustainability.

Talent retention is a pillar of our strategy. Efforts have been made to provide the researchers with an environment for research where they can develop all their potential. This involves complete access to vanguard research facilities; support to the newcomers in terms of personnel (PhD students and Postdocs when needed), lab space, equipment, and consumables; help (and mentoring if needed) to apply for external funding, efficient staff to free researchers from unnecessary administrative hurdles, intensive internal collaboration; freedom and encouragement to explore new horizons and recognition for the work.

Objective

The objective of this document is to define the procedure for recruiting new researchers at POLYMAT. The procedure has been drawn up according to the principles of the "Code of Conduct for the Recruitment of Researchers" (HRS4R).

In July 2017 POLYMAT obtained the 'HR Excellence in Research award '.

POLYMAT believes that in order for the best applicant to be recruited, Open, Transparent and Merit-based Recruitment of researchers is a key factor in the organisation. OTMR-Policy increases the excellence and capability of our organization.

This procedure is included in POLYMAT strategic plan 2018-2021 that will support our researchers in their proposals to attract international funds, while at the same time promoting POLYMAT as a research center offering a favourable workplace for researchers.

Additionally, in December 2017, POLYMAT's Board of Trustees approved the organisation and management model - criminal risk prevention manual -(Compliance), which includes the following documentation, also unanimously approved, including the necessary control measures:

- a/ **Code of Ethics.**
- b/ **Acceptable use of IT resources policy.**
- c/ **Policy for Risk Management of Fraud, Bribery and Corruption.**

d/ Ethical-Grievance Channel.

e/ Disciplinary regime.

In March 2019, the Board of Trustees approved, among other documents, the **New Policies of Respect for People**.

This Compliance management model as well as the HRS4r Strategy are fundamental pillars of the POLYMAT 2018-2021 Strategic Plan.

Open Recruitment:

Open Recruitment guarantees the equal opportunities principle. POLYMAT's recruitment processes are transparent. POLYMAT guarantees equal opportunities in the selection and hiring of personnel, non-discrimination on grounds of sex, age, ethnic, national or social origin, religion, sexual orientation, language, disability, political opinions or social and economic condition.

Also, POLYMAT may promote recruitment actions exclusively directed to women in order to achieve a gender balance within the organization.

Selection Procedure:

POLYMAT'S selection procedure is the following:

1. Launching the job offer:

- 1.1 The person responsible for the recruitment prepares the job offer and sends it to the Administration team to publish it in Euraxess and social networks.
- 1.2 The Administration team generates a fiche and gives the job offer an internal number.

2. Publication of the offer:

- 2.1 The job offer is published in POLYMAT's corporate website (www.polymat.eu) and POLYMAT's social networks (facebook, twitter, linkedin) as well as in Euraxess and in other different research job offer platforms.
- 2.2 All offers will remain published for at least 15 days to ensure that all candidates have the same opportunities.
- 2.3 All the CVs will be kept by chronological order and will be evaluated by the selection process committee composed by three members, ensuring a gender balance.

The members should have no conflict of interest and make decisions based on verifiable evidence and not on personal preferences.

3. **Candidates evaluation:**

3.1 The Selection Committee at POLYMAT have experience in evaluation of scientific profiles and are aware of the HRS4R principles and OTM-R policy. POLYMAT pursues Open, Transparent and Merit-based Recruitment and also attends the gender unbalance issue. We ensure the presence of a woman in the selection committees.

3.2 A pre-selection of candidates is made to contact them in order to set an interview date and time. The pre-selected candidates are informed about the recruitment process and the selection criteria, the number of available positions and the career development prospects.

3.3 After the interviews, the qualitative and quantitative data will be analyzed and a final score will be awarded. This will ensure the greatest possible suitability of the candidate with respect to the vacancy offered. The evaluation committee team will send the administration team the final report made and signed by the three members.

The selected candidate will be contacted to be informed about the recruitment process.

The not selected candidates will be informed through a personalized email about the final decision of the selection process.

If the selection process does not end with a candidate according to the characteristics of the job offered, the position will be declared vacant and the file will be closed. Then, a new selection process (with a new internal number) will begin.

4. **Contracting Procedure**

The evaluation committee will send the administration team the details of the selected candidate in order to formalize the recruitment.

5. **Incorporating POLYMAT's new employee**

The new POLYMAT researcher will be received by POLYMAT's Administration Team, that will be in charge of all the documentation relating to his/her recruitment. The researcher will also receive the Welcome Guide and information regarding Compliance Management Model (including the Code of Ethics) and Data Protection Law information.

Legal Context

POLYMAT guarantees to comply with the Spanish legislative requirements to promote equal opportunities and diversity within the Center.

POLYMAT may also promote recruitment actions exclusively aimed at women to achieve gender balance within the organization.

During recruitment and selection of personnel, the policy of respect and dignity at work will be applied at all times.

This policy has been written in compliance and according to the current Spanish labour law and the Public Employment Act.

POLYMAT will continue with its orientation of continuous improvement also in the internal procedure of the OTM-R policy.