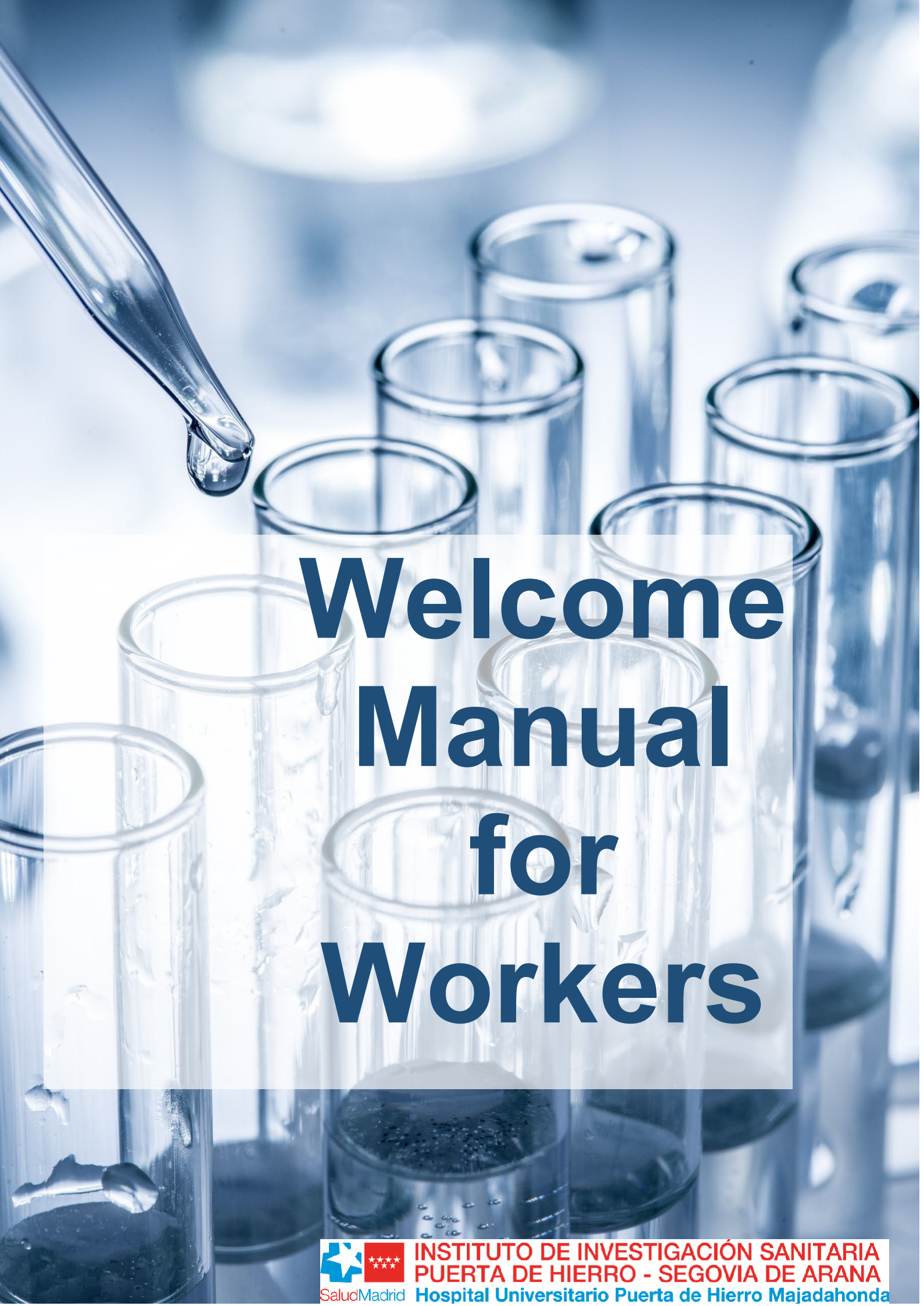


A blue-tinted photograph of a laboratory setting. In the foreground, a glass test tube is partially filled with a dark liquid. To its right, another test tube contains a white, foamy substance. In the background, a glass dropper is positioned over a test tube, with a single drop of liquid about to fall. Several other empty test tubes are visible in the background, creating a sense of depth. The overall scene is clean and professional, typical of a medical or scientific environment.

Welcome Manual for Workers



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1 LETTER FROM THE SCIENTIFIC DIRECTOR

On behalf of the Scientific Direction, we welcome you to the Puerta de Hierro - Segovia de Arana Research Institute, IDIPHISA.

IDIPHISA aspires to become a reference center in multidisciplinary biomedical research, in the field of clinical and translational research, at national and international level. We also aim for the Institute to be recognized as a reference center for teaching in the Community of Madrid. The Institute aims to act as an engine for the generation and dissemination of knowledge, making a commitment to promote innovation, research and the transmission of results in a fast and efficient way, with an impact on the healthcare practice, so that new and better methods of diagnosis and treatment of the diseases with the highest incidence among the population can be developed. Biomedical research in our Institute is present and future. The intense relationship between clinical practice and research is a guarantee of quality in the treatment of patients and the benefit for them is indisputable.

This manual is designed to facilitate your incorporation to our Research Institute. In it we have tried to solve all possible doubts that may arise during the first days. If you still have any doubts, please contact us, we are here to help you.

I thank all the professionals for their work and dedication at IDIPHISA.

Dr. Mariano Provencio Pulla
Scientific Director IDIPHISA



2 INFORMATION ABOUT THE CENTER HOSPITAL

The Puerta de Hierro Majadahonda University Hospital is the reference center for a population of around 550,000 inhabitants from the northwestern districts of the Community of Madrid: Majadahonda, Villalba and El Escorial; a population whose growth rate is above average compared to other areas of the Community.

The Puerta de Hierro Hospital was created in 1964 and, since then, has fulfilled a triple function: care, teaching and research. Today, as a public institution dependent on the Ministry of Health of the Community of Madrid, it is a first general hospital, without renouncing the values of its foundation and without ceasing to be that center of excellence that coined the modern concept of hospital and left its mark on Spanish medicine.

The hospital celebrated 44 years of history coinciding with the opening of the new headquarters in Majadahonda. This was undoubtedly a key moment in the history of the Center because it was the beginning of a new stage full of hope and illusion in which, in addition to having especially qualified professionals, we have new, more functional facilities and a more advanced technological environment that responds to the needs of the population and professionals.

At present, the hospital stands out for the number of clinical programs for organ and tissue transplants, for the complexity of its casuistry compared to the average of hospitals in the country, and for being a national reference center in some specialties.

In terms of teaching, the Puerta de Hierro Hospital is a center with a strong university character that is associated with the Faculty of Medicine of the Autonomous University of Madrid. It is also accredited for the training of Specialists, with nearly one hundred residents attending each year.

3 PUERTA DE HIERRO HEALTH RESEARCH INSTITUTE - SEGOVIA DE ARANA (IDIPHISA)

In **2003**, the **Foundation for Biomedical Research of the Puerta de Hierro Majadahonda University Hospital (FIBHUPHM)** was established by virtue of the Decree of the Ministry of Health.

188/2003, of July 24, 2003, of the Department of Health of the Autonomous Community of Madrid (B.O.C.M. August 7, 2003). The Foundation will be governed by the will of the founders, by its Statutes, by Law 1/1998, of March 2, 1998, of Foundations of the Community of Madrid, and as applicable by Law 50/2002, of December 26, 2002, of Foundations; Law 49/2002, of December 23, 2002, of the Tax Regime of Non-Profit Organizations and Tax Incentives for Patronage, and the Regulations approved by Royal Decree 316/1996, of February 13 1996. It is a private law entity, registered in the Registry of Foundations of the Community of Madrid on December 9, 2003.

On September 28, **2012**, the **Instituto de Investigación Sanitaria del Hospital Universitario Puerta de Hierro Majadahonda** was created, signing a collaboration agreement between the Servicio Madrileño de Salud, the Universidad Autónoma de Madrid, the Agencia "Pedro Laín Entralgo", de formación, investigación y estudios sanitarios de la Comunidad de Madrid and the Fundación para la Investigación Biomédica Del Hospital Universitario Puerta De Hierro Majadahonda, which will be the managing body of the Institute. This agreement was renewed for 4 years by means of an extension and modification addendum dated September 27, 2016.

The Institute was **accredited on May 29, 2014 by the Ministry of Science and Innovation**. This accreditation recognizes the excellence of the research teams of the Hospital Universitario Puerta de Hierro Majadahonda and the Universidad Autónoma de Madrid and facilitates access to public funding calls, both generic and specific for Health Research Institutes.

Its **main objective** is the convergence between basic and clinical research in order to obtain quality translational research. The centralized management structure facilitates researchers' access to project information, offering them new tools for the internal control of their projects.

Likewise, its work is aimed at **promoting and developing research and research training programs and projects**, with special attention to the scientific training of professionals in research methodology and to the needs of the Primary Care field.

The agreement was renewed for 4 years by means of an extension and amendment Addendum dated September 27, **2016**. In this Addendum, the Regional Ministry of Health of the Community of Madrid intervened as a party, since the "Pedro Laín Entralgo" Agency had been extinguished by Law 4/2012, of July 4, and its purposes were assumed by said Ministry, specifically by the General Directorate of Research, Training and Health Infrastructures, currently the General Directorate of Planning, Research and Training. This amendment formalizes the incorporation of the Infanta Cristina University Hospital into the Institute.

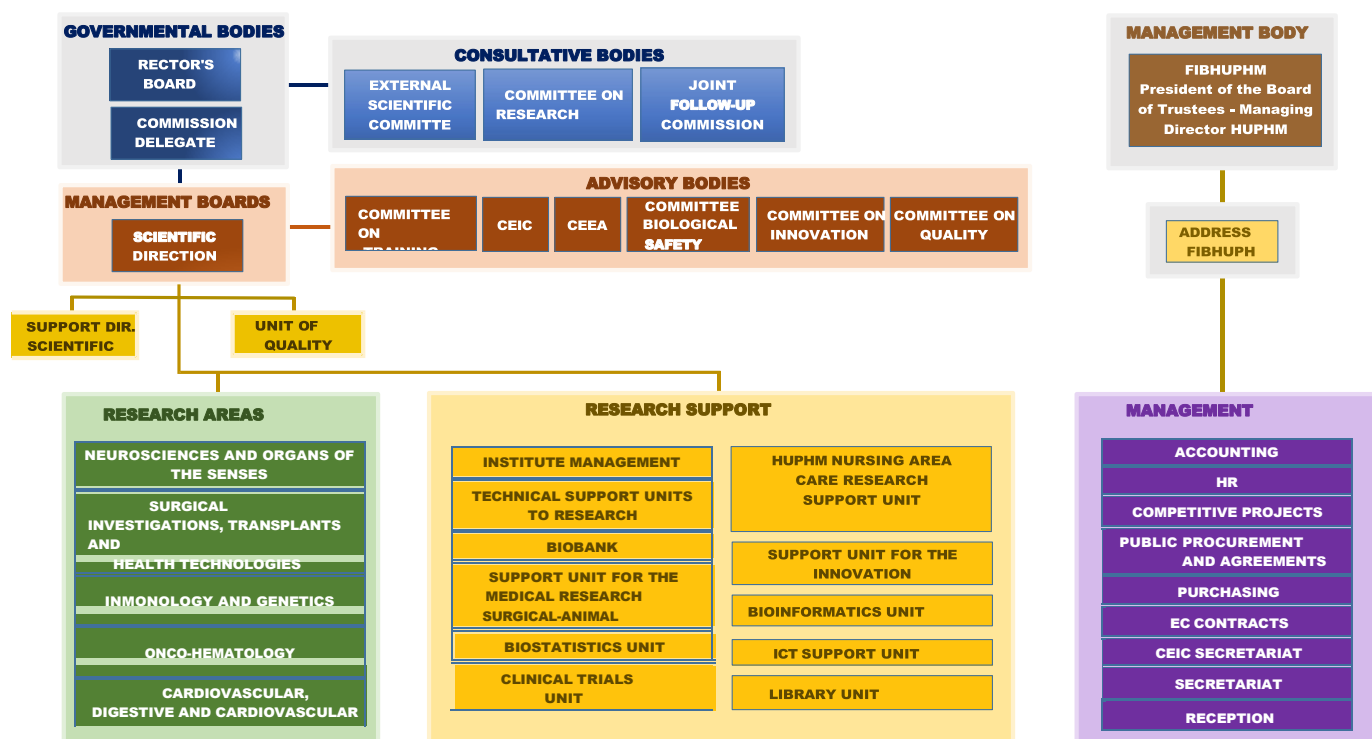
On July 5, **2017**, the original Agreement was amended, agreeing to change the name of the **Instituto de Investigación Sanitaria del Hospital Universitario Puerta de Hierro - Majadahonda to Instituto de Investigación Sanitaria del Hospital Universitario Puerta de Hierro - Segovia de Arana (IDIPHISA)**.

The creation of IDIPHISA contributes to the promotion of joint research activities carried out by its staff at both the institutional and scientific levels, and represents the culmination of a previous trajectory of joint collaboration between its member institutions:

- Puerta de Hierro Majadahonda University Hospital,
- Universidad Autónoma de Madrid, through research groups and teaching and research staff.
- Foundation for Biomedical Research of the Puerta de Hierro Majadahonda University Hospital (FIB HUPHM).
- D. G. of Research, Teaching and Documentation of the Community of Madrid.
- Infanta Cristina University Hospital of Parla.

The Foundation for Biomedical Research of the Puerta de Hierro Majadahonda University Hospital (FIB HUPHM), the **management body of IDIPHISA**, is located on floor 0 of the Hospital's laboratory building, and the research staff is located in the different laboratories spread over the three floors of the building.

The Institute currently has 5 research areas and 43 research groups.



All the information about IDIPHISA (organization chart, **research groups and areas, common platforms, committees...**) can be consulted at www.investigacionpuertadehierro.com.

Common/Transversal Platforms:



The Technical Support Units are:

- Cytometry and Cell Separation Unit
- DNA Sequencing Unit
- Confocal Microscopy Unit
- Cell Culture Unit

Other Units:

- Medical and Surgical Research Support Unit - Animal Facility
- Simulation and Medical Unit
- Cell Therapy Unit of the Neurosurgery Department
- Cell Production Unit (UPC-HUPHM). Hematology and Hemotherapy Service
- Phase I Unit of Clinical Trials in Medical Oncology
- Liquid Biopsy Unit

Other Support Services:

- ICT Support Unit, Quality Unit, Innovation Unit, Institute Management Unit.



MISSION

"The Research Institute of the University Hospital Puerta de Hierro IDIPHISA, aspires to become a reference center in multidisciplinary biomedical research, in the field of clinical and translational research, at national and international level. It is also intended that the Institute will be recognized as a reference center in terms of teaching, both for the Hospital and for the UAM. The Institute aims to act as an engine for the generation and dissemination of knowledge, making a commitment to promote innovation, research and the transmission of results in a fast and effective way, with an impact on healthcare practice, so that new and better methods of diagnosis and treatment of the diseases with the highest incidence among the population can be developed".

"To develop biomedical research activities under conditions of quality and excellence, allowing the translation of results aimed at solving health problems of the population, also promoting biomedical research in Spain".

VISION



VALUES



- Commitment and identification with the institution
- Collaboration basic-clinical collaboration and enhancement of synergies
- Sensitivity to the needs of the population
- Orientation to excellence through evaluation and continuous improvement
- Resource optimization
- Strategic alignment
- Orientation towards innovation, knowledge transfer and the resolution of health problems.
- Leadership
- Innovation y orientation a transfer of results
- Orientation towards health problems and interests in the population.
- Integral quality
- Broadcasting from the activities research activities

4 YOUR FIRST DAY AT THE FOUNDATION

4.1 What to do and who to contact

First all, you should go to **Human Resources**, where you will be informed of the following aspects:

- Formalization of the contract. There is a term of 10 days for the signature of the contract.
- Issuance of identification and access card.
- Request form for work clothes to be delivered to the Laundry.
- Information about the employee portal.
- Information on the FIB intranet
- Information on FIB procedures: clocking in, requesting leave, sick leave, risk prevention, etc.
- Ask the Foundation's secretary for the identification card and the corporate e-mail, which sends the link and manual of the employee portal and the link for clocking in.

5 PROFESSIONAL CATEGORIES

In our center, there are different professional categories, appropriate according to the classification of the Collective Agreement of the **Biomedical Research Foundations of the I.I.SS of the SERMAS published on December 22, 2020**, which are detailed below:

FUNCTIONAL AREAS	PROFESSIONAL CATEGORIES	PROFESSIONAL CATEGORY	TRAINING
AF 1: RESEARCH	GROUP I	- Senior Researcher - Research Associate - Senior Research Associate - Associate Researcher	Doctorate Degree
	GROUP II	Predoctoral Researcher	Senior Graduate (Article 21 Law 14/2011 Science, Technology and Innovation Law)
AF 2: SCIENTIFIC-TECHNICAL AF 3: ADMINISTRATION AND MANAGEMENT	GROUP II	- Senior Graduate - Senior Graduate	Bachelor's Degree with a Master's Degree or Equivalent
	GROUP III	Graduate	Bachelor's degree or equivalent
	GROUP IV	- Higher Grade Technician - Administrative	Higher Level Vocational Training Degree or Equivalent
	GROUP V	- Medium Grade Technician - Administrative Assistant	Middle Grade Vocational Training Degree or Equivalent
ADMINISTRATION AND MANAGEMENT	GROUP VI	Auxiliary Service Personnel	School Certificate or Equivalent

In addition to these personnel, workers belonging to the Concessionary Company provide services in our center and perform their work in non-care services subject to their own regulations.

6 APPLICABLE LAW

6.1 Collective Bargaining Agreement

IIS employees will be governed by the Collective Agreement of the Group of Biomedical Research Foundations of the I.I.S.S of the SERMAS published in the BOCM No. 311 of December 22, 2020 and which provides as follows:

RESOLUTION of December 3, 2020, of the Directorate General of Labor of the Ministry of Economy, Employment and Competitiveness, on registration, deposit and publication of the collective agreement of the Group of Companies of the Biomedical Research Foundations of the Health Institutions attached to the Madrid Health Service (SERMAS) (code number 28102923012020).

COLLECTIVE BARGAINING AGREEMENT OF THE GROUP OF COMPANIES OF THE BIOMEDICAL RESEARCH FOUNDATIONS OF THE I.I.S.S OF SERMAS

This collective agreement of the FIB's group of companies has been negotiated and signed, on the one , by the business representation of the Biomedical Research Foundations of the Health Institutions attached to the Madrid Health Service and, on the other hand, by the union representation held the CC.OO union as it is the majority union in all its works councils. Both parties make up the Negotiating Committee, in accordance with the provisions of Article 87 of the Royal Legislative Decree 2/2015, of October 23, which approves the revised text of the Workers' Statute Law.

To consult the entire text, click on the following links:

WEBSITE

<http://www.bocm.es/boletin-completo/bocm-20201222/311/i.-comunidad-de-madrid/c%29-other-dispositions/consejer%C3%ADa-de-econom%C3%ADa%2C-empleo-y-competitiveness>

PDF FORMAT

http://www.bocm.es/boletin/CM_Orden_BOCM/2020/12/22/BOCM-20201222-14.PDF

This agreement, in addition to others, includes the following sections of major interest:

- Article 2. Functional scope and personnel of application
- Article 14. Professional classification system
- Article 16. Functional Areas
- Article 17. Professional Categories
- Article 36. Remuneration system. Basic salary and allowances
- Article 53. Disciplinary liability

6.1.1 Workers' rights

- **Article 20. Workers' Rights.**

The employees of the Biomedical Research Foundations have the following individual rights:

- 1) To the exercise or effective performance of the functions or tasks that correspond their professional group and category.
- 2) To promotion and professional development at work, subject to passing evaluations established for this purpose.
- 3) To continuous training appropriate to the function performed.
- 4) To non-discrimination based on birth, racial or ethnic origin, gender, sex or sexual orientation, religion or beliefs, opinion, disability, age, union membership or any other personal or social condition or circumstance.
- 5) To receive effective protection in health and safety matters, as well as and on general risks in the workplace or arising from the usual work, and to specific information and training in this area in accordance with the provisions of Law 31/1995, of November 8, 1995, on Occupational Risk Prevention.
- 6) To respect for their privacy, sexual orientation, self-image and dignity at work, especially in the face of sexual harassment and harassment based on sex, morality and labor.
- 7) To receive the remuneration established in each case.
- 8) To participate in the achievement of the objectives attributed to the Unit or research group where he/she provides his/her services and to be informed of the tasks to be developed by the Direction of the Fundación de Investigación Biomédica or the person delegated by him/her.
- 9) To the vacations, breaks, leaves and leaves of absence that correspond to their labor agreement, to this Agreement and to the labor legislation in force.
- 10) To retirement under the terms and conditions established in the applicable regulations.
- 11) To be informed of the liability and property insurance coverage.
- 12) To privacy in the use of digital devices made available to them and against the use of video surveillance and geolocation devices, as well as and to digital disconnection under the terms established in current legislation on the protection of personal data and guarantee of digital rights.
- 13) And to all others specifically derived from the employment contract, the Collective Bargaining Agreement and other labor legislation in force.
- 14) The right to stability and permanence in employment accordance with applicable regulations.
- 15) Freedom of association.
- 16) To collective bargaining and participation in the determination of working conditions.
- 17) To the exercise of the right to strike, with the guarantee of the maintenance of essential services.
- 18) To the resolution of collective labor disputes, in accordance with the applicable legislation in each case.
- 19) To the right of assembly, under the terms established in this agreement and in the labor legislation in force.

6.1.2 Duties of employees

- **Article 21. Duties of the workers.**

1. The employees of the Biomedical Research Foundations have the following duties, which are listed below:
 - a) Perform the agreed or assigned work diligently and actively collaborate in teamwork.
 - b) Adjust their actions to the principles of loyalty and good faith with the Biomedical Research Foundation in which they provide their services, and with the Management, with their superiors, colleagues, subordinates and with the public.
 - c) Observe the recognized ethical practices and the ethical principles corresponding to their disciplines, the ethical standards of the applicable codes of ethics, including the internal codes approved by the competent bodies. As well as the principles of effectiveness, economy and efficiency and shall oversee the achievement of the general interest and the fulfillment of the objectives of the Foundation.
 - d) To base their conduct on respect for fundamental rights and public freedoms, avoiding any action that may lead to discrimination based on birth, racial or ethnic origin, gender, sex, sexual orientation, religion or beliefs, opinion, disability, age or any other personal or social condition or circumstance.
 - e) Exercise their attributions according to the principle of dedication to the Biomedical Research Foundation in which they provide services, refraining not only from conduct contrary to the same, but also from any other conduct that compromises neutrality in the exercise of the Biomedical Research Foundations.
 - f) Comply with the schedule and working hours.
 - g) Maintain due reserve and confidentiality of the information and documentation on those matters known to them by reason of their position, or to which they have access, in the exercise of their functions, without using the information obtained for their own benefit or that of third parties, or to the detriment of the public interest.
 - h) To base their conduct on compliance with the standards of good scientific practice and integrity in research, as well as compliance with the laws that apply to the Foundation. Bring to the attention of the Biomedical Research Function Management those behaviors contrary to the aforementioned rules.
 - i) Participate and collaborate effectively in setting and achieving the quantitative and qualitative objectives assigned to the research unit or group in which he/she provides services at the corresponding level according to his/her professional category.
 - j) Comply with occupational health and safety regulations and Foundation policies related to occupational health and safety.
 - k) Comply with the incompatibility regime for public sector personnel.
 - l) To look after the general interests subject to and in compliance with the Constitution and the rest of the legal system, including the statutes of the Fundación de Investigación Biomédica in accordance with the following principles: objectivity, integrity, neutrality, responsibility, impartiality, confidentiality, transparency, exemplarity, austerity, accessibility, efficiency, honesty, promotion of the cultural and environmental surroundings and respect for equality between women and men, all of which constitute the basis that will inform the interpretation and application of the disciplinary regime provided in this collective bargaining agreement.
 - m) And to all others specifically derived from the employment contract, the collective bargaining agreement and other labor legislation in force.

- n) To collaborate with the Foundation's management in matters of occupational risk prevention.
2. Personnel with temporary contracts for works or services and/or specific research projects may not participate in projects other than the one that constitutes the object of their work contract and must dedicate themselves solely and exclusively to the functions established in their work contract.

6.1.3 Guarantee of Confidentiality and Industrial and Intellectual Property:

Article 66. Guarantee of confidentiality.

Employees, in accordance with the provisions of the applicable regulations on data protection, have the duty to ensure personal privacy and confidential treatment of personal data to which they have access in the performance of their duties and to ensure the protection of such data. Employees may not disclose or reproduce such data, except in the cases of transfer of data provided for by law and authorized by express written consent of the data subjects. Employees may only use personal data for the purposes for which consent was given. Such data shall be subject to the duty of secrecy, even after the termination of the research activity or employment relationship with the Foundation. Likewise, employees shall also be subject to the duty of professional secrecy and custody with respect to the Foundation's own know-how and confidential information.

Article 67. Industrial Property.

When the worker, as a result of his work, obtains results susceptible of legal protection in accordance with the Industrial Property Law, he will be obliged to communicate it in writing immediately to the Foundation. In accordance with the provisions of Law 14/2015, of 24 July, on patents, the ownership of the inventions made by the workers of the Biomedical Research Foundations in the exercise of their functions, shall belong to said Foundations. If the Foundation is not interested in the ownership of the Industrial Property, it will be able to cede it to its authors agreeing the cession on the part of the workers, in favor of the Foundation, of a license of exploitation, an agreement on a percentage of the net benefits of the exploitation and/or a compensation in the case of transfer of rights of Industrial Property. In any case, the benefits obtained from the exploitation of the Industrial Property will be distributed between the Foundation and the workers authors of the innovation in the form and with the participation quota that the parties determine by mutual agreement.

6.1.4 Workday:

According to the COLLECTIVE AGREEMENT by which instructions are issued on working hours, schedules and shifts within the scope of the Madrid Health Service, the ordinary working day shall be a general average of thirty-seven and a half hours per week, and shall be fixed on an annual basis with the following effective working hours:

- Effective day shift: 1,642.50 hours/year.

6.1.5 Pause at work:

In shifts of more than six hours, a 15-minute rest period is established. The time of enjoyment of this period shall be subject to the maintenance of the services.

6.1.6 Paid leave, vacation days, days off and business trips

	Inside Madrid Community	Outside the Community of Madrid		Consanguinity or affinity
DEATH OF SPOUSE, COMMON-LAW PARTNER OR RELATIVE UP TO 2ND DEGREE BY COSANGUIN./AFFINITY	2	4	Working days. You will provide proof of payment	- First degree: spouse, children, parents, parents-in-law, son-in-law, daughter-in-law - Second Degree: grandparents, siblings, grandchildren, grandparents-in-law, in-laws, brothers and sisters-in-law
ILLNESS, ACCIDENT OR SURGERY OF SPOUSE, COMMON-LAW PARTNER, UP TO 2ND DEGREE	5	7	Working days. You will provide proof of payment	
HOLIDAYS	22		labor	
MARRIAGE and DOMESTIC PARTNERSHIPS	15		Natural	Provide proof
HOME TRANSFER	1		skillful	Provide proof
FINAL EXAMS AND OTHER FINAL APTITUDE TESTS	On the day of its celebration			Provide proof
FOR THE TIME NECESSARY FOR THE PERFORMANCE OF AN INEXCUSABLE DUTY OF A PUBLIC OR PERSONAL NATURE AND FOR DUTIES RELATED TO THE RECONCILIATION OF FAMILY AND PROFESSIONAL LIFE	For the indispensable time without implying the concession of the entire working day.			Provide proof
TO PERFORM UNION OR EMPLOYEE REPRESENTATION FUNCTIONS.	For the indispensable time			
ASSISTANCE FOR CONSULTATIONS, TREATMENTS AND MEDICAL EXAMINATIONS	For the indispensable time without implying the concession of the entire working day.			Provide proof
FOR PRIVATE MATTERS	6 jobs			
LEAVE OF ABSENCE DUE TO GENDER VIOLENCE	According to current regulations			
PERMIT FOR VICTIMS OF TERRORISM	According to current regulations			
FORCE MAJEURE LEAVE	4 days/year (can be distributed by hours)			
PREGNANCY LEAVE	Week 37 (35 in multiple births)	Leave to be taken from the 1st day of the 37th week of pregnancy until delivery. You must provide proof of		
PRENATAL EXAMINATION AND CHILDBIRTH PREPARATION TECHNIQUES	According to duration	Provide proof		
BIRTH LEAVE FOR THE BIOLOGICAL MOTHER	Maternity/adoption/acceptance	Benefit of 112 days from the day of delivery or judicial or administrative decision		
LEAVE FOR ADOPTION OR FOSTER CARE FOR THE PURPOSE OF ADOPTION OR FOSTER CARE	Paid leave	112-day benefit		
POSTPARTUM LEAVE	Paid leave (maternity/adoption/foster care)	10 calendar days leave at the company's expense following maternity benefits		

ATTENDANCE AT INFORMATION SESSIONS AND PREPARATION PRIOR TO ADOPTION	According to duration		
BREASTFEEDING (per child under 12 months)	1 hour of daily absence	It may be divided into two fractions	If both parents work, either of can exercise this right indistinctly.
		May be accumulated in full working days	
PATERNITY	16 weeks , of which the first six weeks immediately following the childbirth, are mandatory		
TRAINING	According to current regulations		
CARE CHILD MINOR AFFECTED BY CANCER O SERIOUS ILLNESS (art. 49.e) E.B.E.P)	Reduction of working day by at least half of the duration	Maximum until the child reaches 18 years of age	
TELEWORK	1.5 days per week (6 days per month)	According to current regulations	

All leaves and vacations must be requested by the employee's portal before being taken and **authorized** by each PI and by HR; and in the case of leaves, they must be justified by attaching the corresponding supporting documents.

7 WHAT SHOULD I KNOW?

7.1 Employee Portal

It is the tool for administrative procedures and a channel for information on various aspects of the Foundation's personnel's work.

In the Employee Portal, which can be accessed by clicking on the following link (always being connected to the hospital VPN) :

https://finvestigacion.madrid.org/fundanet_web/FIBHUPuertaDeHierro/IFundanet/



Iniciar sesión

Nombre de usuario:

Contraseña:

Inicio de sesión

[¿Ha olvidado su contraseña?](#)

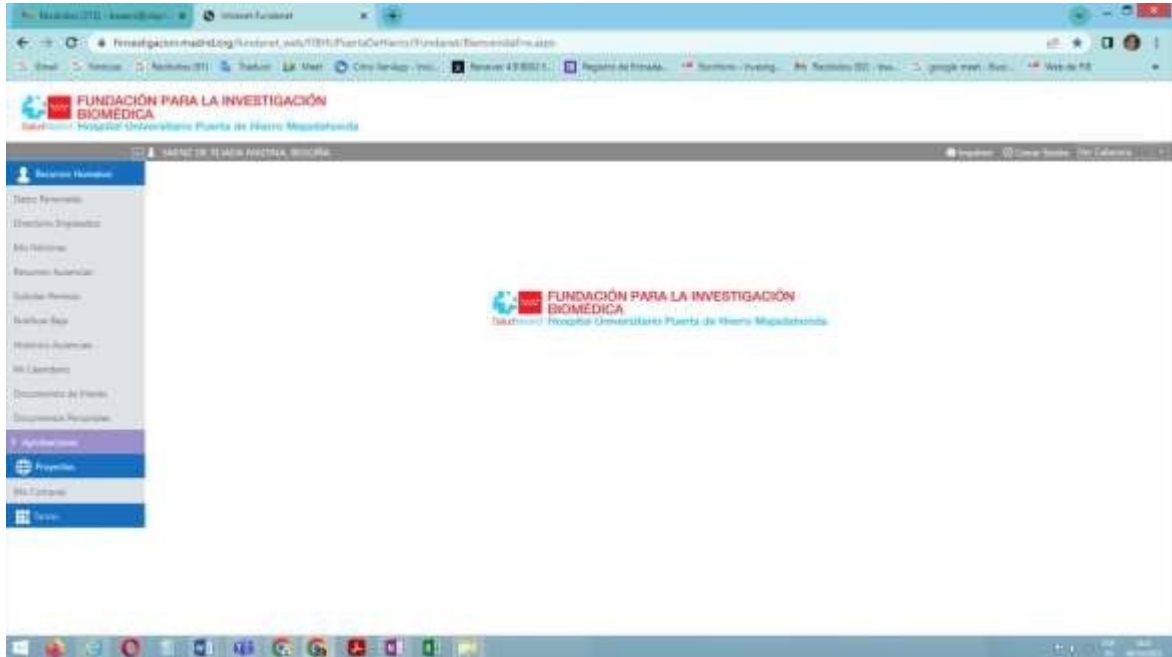
Fundación para la Investigación Biomédica Hospital U.
Puerta de Hierro
C/ Joaquín Rodrigo, 2. Edificio Laboratorios. 3ª planta.
28222 Majadahonda

Comentarios y Sugerencias: secretaria@idiphim.org
El horario para hacer llegar sus peticiones es de 08:00 h a 15:00 h

In the employee portal you can carry out the following procedures:

a) **Human Resources:** where aspects such as the following are specified:

- Workday
- Paid leave, vacations, days off and business trips.
- Payroll
- Sick leave due to illness or accidents
- Documents of interest: Welcome Manual, IDIPHISA Manual, Equality Plan, anti-harassment protocol, PRL SOPs, etc.
- Personal Documents: Signed employment contract



For any questions or incidents, you can contact HR: bsaenz@idiphim.org or edemiguel@idiphim.org

b) **Projects: My purchases:** In order to make the necessary purchase orders for research projects, and following the procedures established by the Foundation, all purchases must be **previously** approved by the purchasing department and the corresponding purchase order must be issued. Without such approval, no invoice will be processed.

For any questions, needs or incidents, please contact . pedidos@idiphim.org

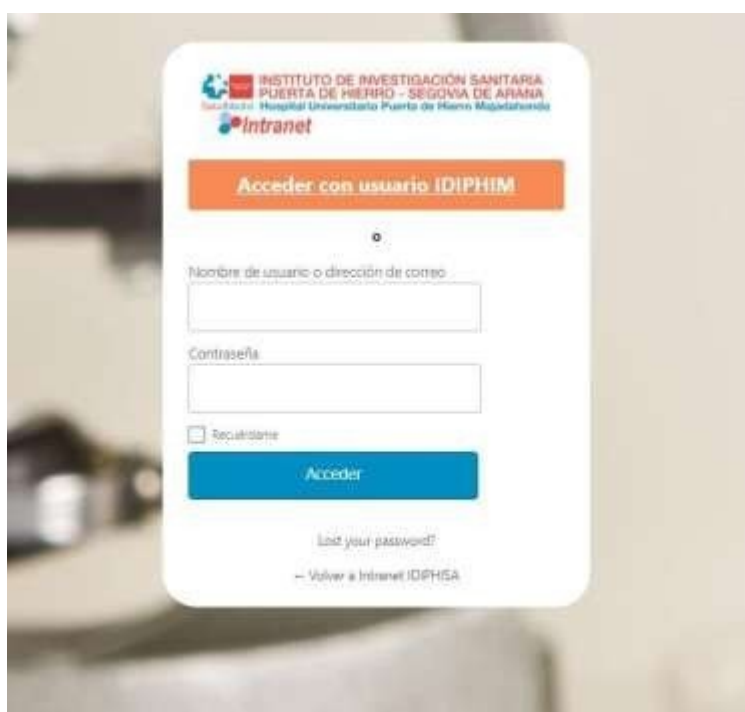


7.2 IDIPHISA Intranet

IDIPHISA's intranet is the place to find information of general knowledge, which, due to its confidential nature, cannot be published on the Institute's website. It can be accessed through the following URL:

<https://intranet.idiphim.org/>

To be able to send a available email from credentials at access is required a: ventanilla@idiphim.org



[INSTITUTO -](#)[PLATAFORMAS COMUNES -](#)[INVESTIGACIÓN -](#)[ADMINISTRACIÓN Y RRHH -](#)[SEGURIDAD Y EMERGENCIAS -](#)[Cambiar contraseña](#)

Bienvenido a la Intranet del Instituto de Investigación Sanitaria Puerta de Hierro - Segovia de Arana

[Documentación IDIPHISA](#)[Plataformas Comunes](#)[Sesiones de Investigación](#)[Administración y RRHH](#)[Seguridad y Emergencias](#)[Convocatorias de Financiación](#)

7.3 Workday registration

With the entry into force of Royal Decree 8/2019 of March 8, 2019, it is mandatory for ALL companies to record the working hours of their employees individually.

The FIBHUPHM employees' time registration will be done through the following URL:

<https://docs.google.com/forms/d/e/1FAIpQLSfqy8LzkJSy5VjQfEDAYNHukdPnBJrnckuD2lceuLfLJW3eog/viewform>



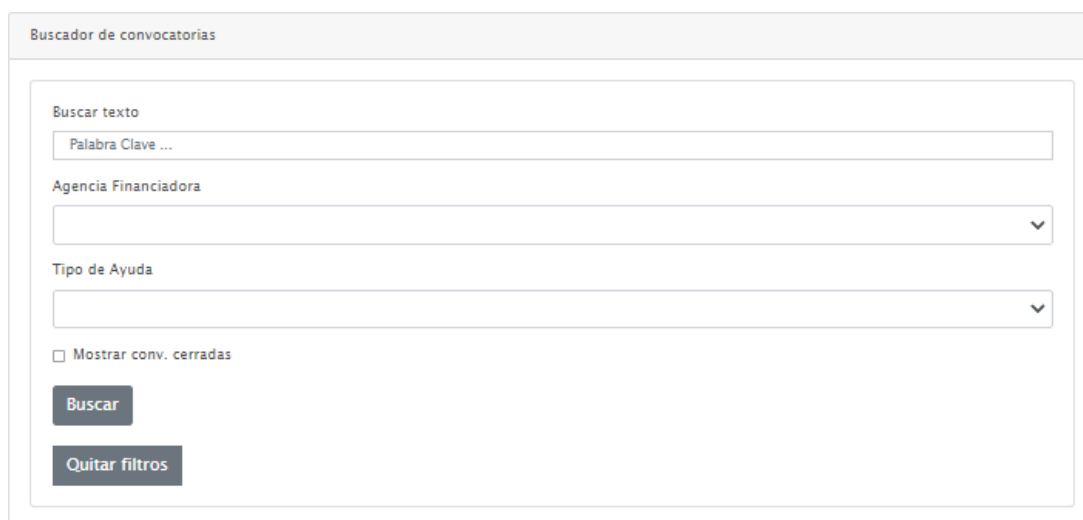
The screenshot shows a Google Form titled "Registro de Entrada/Salida Personal FIB". The instructions state: "Rellene los datos para registrar la entrada y la salida. La fecha y hora se registrará automáticamente." Below this is a link: "Iniciar sesión en Google para guardar lo que llevas hecho. Más información". A red asterisk indicates a required field: "*Obligatorio". The first question is "Seleccionar lo que corresponda *", with a dropdown menu currently showing "Elige". The second question is "Nombre y Apellidos *", with a text input field labeled "Tu respuesta". At the bottom, there are two buttons: "Enviar" (orange) and "Borrar formulario" (orange).

It will be necessary to enter the form at the beginning and end of the workday to record both the start and end time of the workday.

7.4 Funding Calls

The database of funding calls is accessible through IDIPHISA's call search :

<https://convocatorias.idiphim.org/>



The screenshot shows the "Buscador de convocatorias" search interface. It includes a search bar labeled "Buscar texto" with a placeholder "Palabra Clave ...". Below this are two dropdown menus: "Agencia Financiadora" and "Tipo de Ayuda". There is a checkbox labeled "Mostrar conv. cerradas". At the bottom, there are two buttons: "Buscar" and "Quitar filtros".

AYUDA	AGENCIA FINANCIADORA	FECHA LÍMITE	IMPORTE	ESTADO CONVOCATORIA
AYUDAS PREDOCTORALES AECC 2022. ASOCIACIÓN ESPAÑOLA CONTRA EL CÁNCER	ASOCIACIÓN ESPAÑOLA CONTRA EL CÁNCER	2021-10-28	22.000€/año	Abierta
BECA FENIN 2021. FUNDACIÓN JOSE LUIS CASTAÑO	FUNDACIÓN JOSE LUIS CASTAÑO	2021-10-30	6.000€	Abierta
CONVOCATORIA DE BECAS/AYUDAS DE INVESTIGACIÓN 2021. ASOCIACIÓN ESPAÑOLA DE UROLOGÍA	ASOCIACIÓN ESPAÑOLA DE UROLOGÍA	2021-11-01	40.000 o 25.000€/proyecto	Abierta
SOLICITUD DE POSICIONES PREDOCTORALES EN INPHINIT INCOMING. CONVOCATORIA 2022	LA CAIXA	2021-11-02	115.092 €	Abierta
ERC - SYNERGY GRANTS 2022. COMISIÓN EUROPEA	COMISIÓN EUROPEA	2021-11-10	Máximo 10.000.000€	Abierta
AYUDAS MERCK DE INVESTIGACIÓN 2022. FUNDACIÓN MERCK SALUD	FUNDACIÓN MERCK SALUD	2021-11-15	30.000€/ayuda	Abierta
AYUDANTES DE INVESTIGACIÓN Y TÉCNICOS DE LABORATORIO 2021. COMUNIDAD DE MADRID	COMUNIDAD DE MADRID	2021-11-15	- 22.500 euros/año para los contratos de ayudantes de investigación / 19.000 euros/año para los contratos de técnicos de laboratorio.	Abierta
MARIE SKŁODOWSKA-CURIE: INNOVATIVE TRAINING NETWORKS (ITN) 2021. COMISIÓN EUROPEA	COMISIÓN EUROPEA	2021-11-16	Se financiarán acciones de entre 1.300.000 y 4.000.000€.	Abierta

The information of the database of calls is sent periodically through the mail account:

- oficinaproyectos@idiphim.org

7.5 Sick leave due to illness or accident:

Since this information is of a general nature, you may contact the Human Resources section to clarify any doubts you may have in this regard.

The sick leave and the Temporary Disability confirmation reports must be submitted in the **EMPLOYEE PORTAL** at the Human Resources Service from the first day after the causal event.

The discharge report must be presented on the day following the causal event.

For the processing of occupational accidents, you must go to the Prevention and Occupational Risks Service and inform HR.

7.6 Actions in case of accidents at work and emergencies

7.6.1 Occupational Risk Prevention Service:

FIB has an Occupational Risk Prevention Service contracted with the company FREMAP, whose mission is to ensure the safety and integrity of its workers. This company is the management's advisory body in this area. This service has carried out the evaluation of the risk factors that may affect their health and safety, therefore, those circumstances that require its action must be communicated to the insurance company.

Telephone: 900 61 00 61

For more information, please consult the information on the IDIPHISA

intranet: <https://intranet.idiphim.org/prevencion-de-riesgos-laborales/>

7.6.2 . Occupational Risk Prevention Committee:

The e-mail of the PRL pri.fib.ph@gmail.com Committee:

The Occupational Risk Prevention Commission is made up of:

- Belen Perez
- Silvia Rosado
- M^a José Coronado
- Fernando Neira
- M^a Jesús Propios
- Begoña Sáenz de Tejada
- M^a Mercedes Silván Callejo (Quirón's Prevention Technician)

7.7 Identification card:

In accordance with the Integral Quality Plan of the Health Services of the Community of Madrid and article 19, section ñ) of Law 55/2003, of December 16, of the Framework Statute of the Statutory Staff of the Health Services, it is mandatory to carry the Identification Card in a visible place while carrying out professional activity in the Center.

At the end of the relationship with this center, it must be returned.

7.8 Smoking is prohibited:

The Hospital, in the exercise of its powers and in compliance with Law 28/2005 on health measures against smoking and regulating the sale, supply, consumption and advertising of tobacco products, as amended by Law 42/2010, of December 30, implemented a ban on smoking throughout the hospital grounds. The Hospital is a member of the Network of Smoke-free Hospitals of the Community of Madrid.

7.9 Workers' representative bodies:

According to current legislation, Law 9/1987, of June 12, 1987, on Representative Bodies, Determination of Working Conditions and Participation of Personnel in the Service of Public Administrations, it is established that the representative bodies are to be renewed every four years.

The Works Council is currently made up of 8 delegates:

- **President:** Raquel Castejón Díaz (CCOO).
- **P.R.L. Delegate:** Silvia Rosado García (CCOO).
- **Secretary:** M^a Alejandra Sánchez López (CCOO).
- **P.R.L. Delegate:** José Coronado Albí (CCOO).
- **P.R.L. Delegate:** Belén Pérez Sacristán (CCOO).
- **Member:** Laura Sanz Alcober (CCOO).
- **Member:** Trinidad Martín Donaire (CCOO).
- **Member:** Mercedes Fernández Otero (CCOO).

Employees of the Foundation can contact us with any initiative, complaint or question by sending an e-mail to the following address:

comitefib.puertadehierro@gmail.com

The information regarding the actions carried out by the Works Committee will be made by means of communications that will be posted on the bulletin board of plant 0 and by means of distribution via e-mail, provided that we have your written consent that you want to be part of our information distribution list. To do so, you can also write to our e-mail address.

There is also an Equality Commission, a body created to ensure that any form of sexism, discrimination and exclusion based on sex is eliminated. The e-mail address is: comitefib.puertadehierro@gmail.com. The committee is made up of the following members:

- Ms. María Alejandra Sánchez López masanchez@idiphim.org
- Ms. Trinidad Martín Donaire tmartin@idiphim.org
- Ms. Ana Laura Sanz Alcober: lsalcober@salud.madrid.org
- D. Fernando Neira Álvarez fneira@idiphim.org
- Elena de Miguele edemiguel@idiphim.org
- Ms. Begoña Saenz de Tejada Madina bsaenz@idiphim.org

7.10 Computer Applications

The Hospital Universitario Puerta de Hierro Majadahonda has a series of applications for the daily work of professionals and which can be accessed by IDIPHISA staff, some of the most important of which are the following:

- **Selene:** Patient management application that allows access to the patient's medical history.
- **Novopath:** Application for the management of Anatomic Pathology services.
- **Servolab:** Application for the management of clinical analysis laboratories.
- **Farmatools:** Application used for hospital pharmacy management.
- **Endobase:** Application used for the management of diagnostic endoscopies.
- **PICIS:** Application used to document clinical work and automatically collects readings from medical devices connected to patients.
- **PACS/RIS:** Patient image archiving and communication system.

These tools and computer applications belong to the Hospital (they do not belong to the Foundation) and therefore require a registration process and express authorization for their use, duly justified. The Principal Investigator must be in charge of requesting and confirming access to them.

7.11 Corporate access credentials

We call "corporate access credential" the user name and password that is provided to each professional from the company and that allows them access to the main information systems, applications and corporate tools, such as e-mail, Internet, etc.

7.12 Corporate e-mail service

The purpose of e-mail is to facilitate communication and collaboration and should be used for work purposes only.

It is important to use the email address provided by the Foundation in order to receive all communications sent from the Foundation.

The professionals of the Research Institute will have, as long as it is necessary in the performance of their daily activities, a unique and personal e-mail address for use within their functions.

7.13 UNE 166002:2014 Certification

The Instituto de Investigación Sanitaria Puerta de Hierro - Segovia de Arana is certified in UNE 166002:2014. This certification is for the activities: **"Management of clinical research programs and projects and other related activities in the field of biomedicine"**.

https://investigacionpuertadehierro.com/wp-content/uploads/2019/09/Certificado_Norma_UNE166_IDIPHISA.pdf

This recognition makes Research, Development and Innovation management a consistent system in our center.



You can access different documents of the R&D&I management system from the IDIPHISA intranet, such as the Quality Manual, the Procedures Manual, the Processes Manual, among others.

IDIPHISA is the first accredited Health Research Institute in the Community of Madrid to achieve certification in accordance with the requirements of the UNE 166002:2014 standard.

The UNE 166002 Standard provides a framework for systematizing R&D&I activities.

7.14 Library

The hospital library is located on floor 1, in the hospital annex building.

- Contact: Cristina Escudero
- Contact telephone number: 91 191 78 73/ 74
- Extension: 417873/74

8 CONFIDENTIALITY AND DATA PROTECTION OF A PERSONAL NATURE

8.1 Data Protection Act

As employees of this center we have the obligation to comply with the provisions of Law 15/1999, of December 13, 1999, on the Protection of Personal Data (LOPD), and RD 1720/2007, of December 21, which approves the Regulation of development of the Law (RDLOPD).

These security standards affect the development of the functions regarding the processing of personal data and health data for any person accessing the Non-Automated Health Information and Documentation Systems of the Hospital Center (user-worker).

The user-worker will have access to the data contained in the Information and Documentation Systems of the ISS, among which are sensitive data related to the health of persons, especially protected by the legislation in force.

When accessing these Information and Documentation Systems, you have the COMMITMENT as a user-worker of this center, to respect all the applicable HIGH LEVEL security standards and measures, as well as the "Code of Good Practices for Users of Computer Systems" issued by the Regional Ministry of Health of the Community of Madrid, approved by Order 1943/2005 of the Regional Minister and available on the Regional Ministry's Intranet, as well as the "Manual de Funciones y Obligaciones de los Trabajadores" of the Hospital Center, which is located on the Hospital Intranet ("Information Security" section in the "Global Initiatives" area) together with the "Decálogo de Buenas Prácticas en materia de Seguridad de la Información" (Decalogue of Good Practices in Information Security) and other relevant security procedures.

And as an employee of this center we commit ourselves to:

- Limit your access to data and operations that are essential for the purpose of PERFORMING THE PROFESSIONAL FUNCTIONS CORRESPONDING TO THE ASSIGNED POSITION.
- Such access shall be restricted to data that are strictly necessary for the purpose described, and only for the time required.
- Maintain the strictest secrecy about the data accessed, even after the actions that motivated the access and/or its link with the Hospital Center have ended.
- Diligently guard and do not share your .
- Do not print, export, copy or dump the accessed data to any media (including computer disks), or to other documents or files.
- Not to access data corresponding to the following persons, unless express consent is obtained from the owner of the data:
 - o Persons with any type of relationship (emotional, family, work or any other type) with the user.

Access to the system, for security reasons, will be monitored, in accordance with article 103 of the RDLOPD.

8.2 Considerations on good information security practices

- 1) Access only to the information necessary for the development of the functions corresponding to the job position and observe the duty of professional secrecy with respect to personal data.
- 2) Keep the password to access information systems secret, avoiding lending it or writing it down on paper or computer media whose security may be compromised.
- 3) Use only the corporate e-mail account for business purposes, encrypting in any case the sensitive data sent.
- 4) Permanently delete any work file or temporary file, whether on computer or paper, containing sensitive data and do not store sensitive or valuable data on local equipment.
- 5) Ensure that all data are backed up
- 6) Lock computers that display or have access to sensitive data when they are not being attended and collect paper documents with sensitive data that may remain on printers or meeting tables. Documents with personal data should be securely destroyed, and never thrown directly into the trash.
- 7) The extraction of information from corporate systems to portable devices is prohibited. In case of need and prior authorization to perform the extraction, they must always be stored in a safe place (under lock and key). In addition, whenever possible, they should be encrypted and anonymized (if they are personal data).
- 8) Prevent virus and malware infections that compromise information by avoiding the use of key rings and USB disks without prior analysis, opening suspicious e-mails, installing unapproved software or accessing insecure websites.
- 9) Communicate any incident regarding information security or any related need through the channels defined in the Hospital and the Foundation.
- 10) To be familiar with the applicable legislation and regulations on information security, in particular Order 1943/2005, of the Regional Minister of Health and Consumer Affairs, approving the code of good practice for users of computer systems of the Regional Ministry of Health and Consumer Affairs, as well as Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) and Organic Law 3/2018, of 5 December, on Personal Data and guarantee of digital rights.

9 HOW TO GET TO FIB HUPHM

9.1 Access to the center

The Hospital Universitario Puerta de Hierro Majadahonda is one of the reference hospitals in the Community of Madrid, located at Calle Joaquín Rodrigo, No. 2 in the municipality of Majadahonda 28222 in Madrid. It has several entrances to its buildings.

- Main access: Joaquín Rodrigo Street (south area of the building).
- Emergency room: Manuel de Falla street (north area of the building).
- Consultations: access from the north and south areas (Consultations building).
- Admission and Hospitalization: access from the north area and south area (Consultation building).
- Segovia de Arana Biomedical Research Institute: east area of the building.



9.2 Public transportation

9.2.1 Buses

The bus lines that stop in the vicinity of the Hospital are the following:

- Line 567. Majadahonda Hospital-Villaviciosa de Odón.
- Line 633. Majadahonda Hospital-Galapagar-Galapagar-Colmenarejo.
- Line 653. Majadahonda Hospital (by FF.CC. station)-Madrid (Moncloa-Dársena 38).
- Line 655. Majadahonda Hospital-Madrid (Moncloa-Dársena 38).
- Line 650A. Circular Line Hospital-Majadahonda-Pozuelo-Hospital.
- Line 650B. Circular Line. Hospital-Pozuelo-Majadahonda-Hospital.
- Line 626. Villanueva de la Cañada-Majadahonda Hospital-Las Rozas.
- Line 667. San Lorenzo del Escorial-Majadahonda Hospital (through Galapagar).
- Line 685. Majadahonda Hospital-Las Rozas-Guadarrama-Navacerrada.
- Line 626. Las Rozas- Majadahonda (Urgencias Hospital)-Villanueva de la Cañada - Line 626. 580. Majadahonda Hospital-Brunete

Likewise, from all those municipalities that have rail service, there is the possibility of transferring from the different lines at the Majadahonda station to the urban service:

- Line L1 Circular (Hospital - Station FF.CC.).
- Line L2 Circular. Hospital-CC. Railway Station.

9.2.2 Cab.

Stops at the main door and at the outpatient door.

9.3 Contact telephone numbers

9.3.1 Puerta de Hierro University Hospital

- Calls from outside to the hospital: 91-191 60 00
- Calls to switchboard: 416000

9.3.2 Biomedical Research Foundation

- Secretary's Office: 91 191 76 45

10 ANNEXES

The following is a brief excerpt from the documents "Anti-harassment Protocol" and "Equality Plan", all of which are available and be consulted on the IDIPHISA Intranet.

- <https://intranet.idiphim.org/wp-content/uploads/2021/03/Protocolo-de-acoso-firmado.pdf>
- <https://intranet.idiphim.org/wp-content/uploads/2021/03/Plan-de-igualdad-firmado-.pdf>

10.1 ANTI-HARASSMENT PROTOCOL

Sexual harassment and harassment based on sex in the workplace not only have negative consequences for those who suffer it in the first person, but also for the rest of the staff and for the company itself, affecting the normal functioning of the entity, the working environment, productivity, competitiveness and profitability, staff motivation, the degree of employee turnover, the external image of the organization, etc.

Hence that the development of a work climate and environment in which the human rights and dignity of all are respected, as well as a clear and determined attitude on the part of the company's commitment to not tolerate sexual and gender-based harassment is not only an ethical imperative, but also essential to ensure its growth, sustainability, competitiveness and profitability.

10.1.1 DEFINITIONS:

- **SEXUAL HARASSMENT:** any behavior, verbal or physical, of a sexual nature that has the purpose or has the effect of violating the dignity of a person, in particular when it creates an intimidating, degrading or offensive environment (art. 7.1 of Organic Law 3/2007, of March 22, 2007, for the effective equality of women and men).
- **SEX-BASED HARASSMENT:** any behavior carried out on the basis of a person's sex, with the purpose or effect of violating their dignity and creating an intimidating, degrading or offensive environment (art. 7.2 of Organic Law 3/2007, of March 22, 2007, for the effective equality of women and men).
- **DISCRIMINATION FOR PREGNANCY OR MATERNITY:** Any unfavorable treatment of women related to pregnancy or maternity also constitutes direct discrimination based on sex (art. 8 of Organic Law 3/2007, of March 22, for the effective equality of women and men).

10.1.2 TYPOLOGIES OF BEHAVIORS RELATED TO SEXUAL HARASSMENT

1. VERBAL

- Offensive sexual jokes and comments about the worker's physical appearance or sexual condition.
- Obscene sexual comments.
- Questions, descriptions or comments on fantasies, preferences and sexual skills/abilities.
- Demeaning or obscene forms of address.
- Spreading rumors about people's sex lives.
- Communications (telephone calls, e-mails, etc.) of a sexual and offensive nature.
- Behavior that seeks to humiliate or humiliate a worker because of his or her sexual condition.

- Invitations or pressure to arrange appointments or sexual encounters.
- Invitations, requests or demands for sexual favors when they are directly or indirectly related to professional career, improvement of working conditions or job retention.
- Persistent invitations to participate in social or recreational activities, even though the target has made it clear that they are unwanted and unwelcome.

2. NONVERBAL BEHAVIORS

- Use of sexually explicit or suggestive images, graphics, cartoons, photographs or drawings.
- Obscene gestures, whistling, lewd gestures or looks.
- Offensive letters, notes or e-mails of a sexual nature.
- Behavior that seeks to humiliate or humiliate a worker because of his or her sexual condition.

3. BEHAVIORS OF A PHYSICAL NATURE

- Deliberate and unsolicited physical contact (pinching, touching, unwanted massage, etc.) or excessive or unnecessary physical contact.
- Cornering or deliberately seeking to be alone with the person unnecessarily.
- Intentional or "accidental" touching of sexual organs.

4. USE OF DISCRIMINATORY BEHAVIOR BASED ON THE FACT OF BEING A WOMAN OR A MAN

- Jokes and comments about people taking on tasks that have traditionally been performed by people of the other sex.
- Use of denigrating or offensive forms of address to persons of a particular sex.
- Use of sexist humor.
- Ridiculing and belittling women's abilities, skills and intellectual potential.
- Engaging in the above behaviors with lesbian, gay, transgender or bisexual persons.
- Evaluating people's work in a disparaging, unfair or biased manner, based on their sex or sexual orientation.
- Assigning tasks or jobs below the person's professional capacity or competencies.
- Unfavorable treatment due to pregnancy or maternity.
- Explicit or implicit conduct aimed at making restrictive or limiting decisions on a person's access to or continuity in employment, professional training, remuneration or any other matter related to working conditions.

5. TYPES OF GENDER-BASED HARASSMENT DUE TO PREGNANCY OR MOTHERHOOD

- Assigning work of lesser responsibility than their professional capacity or category.
- Attributing meaningless tasks, impossible to achieve or with unreasonable deadlines.
- Deliberately preventing your access to the appropriate means to perform your work (information, documents, equipment, etc.).
- Arbitrarily deny you permits or licenses to which you are entitled.

10.2 EQUALITY PLAN

In our legal system, Article 14 of Constitution proclaims the right to equality and non-discrimination, and Title IV of Organic Law 3/2007, of March 22, 2007, for the effective equality of women and men, deals with the right to work with equal opportunities, incorporating measures to guarantee equality between women and men in access to employment, in professional training and promotion, and in working conditions. In addition to the general duty of companies to respect the principle of equality in the workplace, it specifically contemplates the duty to negotiate equality plans in companies with more than fifty employees. A duty whose regulatory development is contained in Royal Decree 901/2020, of October 13. The process of drawing up the Equality Plan was based on the cooperative work of the Negotiating Committee, and on prior negotiation with the different interlocutors of the organization. The commitment of the management, the will of the company and of the legal representation of the workers and of all the members of the staff to advance in this line have been fundamental for its achievement.

At the PUERTA UNIVERSITY HOSPITAL BIOMEDICAL RESEARCH FOUNDATION DE HIERRO-MAJADAHONDA we have assumed the commitment for the elaboration of an EQUAL OPPORTUNITY PLAN BETWEEN WOMEN AND MEN, following the guidelines set by the legislation on the matter and, therefore, with absolute subjection to the integration of the principle of equal treatment and opportunities as stated in the Organic Law 3/2007, for the effective equality of women and men.

Planning and resources to carry out the equality plan:

As established in the Equality Law (Art. 46), this Plan contains an ordered set of evaluable measures aimed at removing the obstacles that prevent or hinder the effective equality of women and men, with emphasis on at least the following matters:

- a) Selection and hiring process.
- b) Professional classification.
- c) Training.
- d) Professional promotion.
- e) Working conditions, including wage audit between women and men.
- f) Co-responsible exercise of personal, family and work life rights.
- g) Infemale representation, if any.
- h) Remuneration.
- i) Prevention of workplace, sexual and harassment.

For this purpose, the company has a Tool/Procedure to follow up and measure the objectives established in the Equality Plan through an external consultant.

Annual evaluations will be carried out as soon as the plan comes into force, and the results of the follow-up will be studied together with the evaluation of the results and impact of the equality plan, as well as any new actions that may be undertaken.

The equality plan negotiating committee will also be responsible for periodically monitoring the actions proposed in the equality plan, their implementation and degree of compliance, as well as the development of new initiatives.

10.3 R&D&I POLICY



The R&D&I Management Unit has defined a Policy that expresses the commitment to comply with the requirements of the UNE-166002 Standard, provides a reference framework for establishing and reviewing R&D&I objectives and makes it suitable for the organization's purpose.

It is aimed at improving the health of citizens, thus focusing on the development of translational research that implies a constant improvement of the healthcare activity and therefore improves the quality of life of the population:

We ensure that R&D&I projects meet the necessary requirements and focus on priority areas. The system has a set of procedures that should help the achievement of objectives and the correct allocation of the resources involved.

The R&D&I policy also assumes, through the "principal investigators (PI)", the challenge of motivating and leading the entire human team that conforms it, encouraging in turn the emergence of leaders within the development of all the processes and activities that are carried out. In order to promote the development of the personnel and their skills, so that it results in a more effective and efficient performance, the training actions considered necessary will be planned and developed, taking into account the existing economic availability. In addition, continuous improvement is a permanent objective for everyone and refers to all the activities developed.

The FIBHUPHM, as the body in charge of administration and financial management, undertakes to comply with the legal and regulatory requirements applicable to it.

The policy is documented and has been disseminated so that it is understood and applied, ensuring that everyone is aware of the importance of the activities and how they contribute to the achievement of the Objectives. Its content is reviewed during the System Review Meeting to adapt it to possible changes.

The R&D&I policy is available on the INSTITUTO's website:

- <https://investigacionpuertadehierro.com/politica-de-idi/>

10.4 HUMAN RESOURCES STRATEGY FOR RESEARCHERS (HRS4R)



The Instituto de Investigación Sanitaria Puerta de Hierro - Segovia de Arana signed and sent to the European Commission in March 2018 the declaration of commitment to the principles of the "**Charter for European Researchers**" and the "**Code of Conduct for the Recruitment of Researchers**".

HR EXCELLENCE IN RESEARCH

The HRS4R strategy is a tool launched by the European Commission to support universities and research institutions and research funding organizations in the implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, which aim to contribute to the development of an attractive European labor market for researchers.

The charter and the code of conduct are recommendations from the Commission to the Member States, which are invited to apply them voluntarily:

- **European Charter for Researchers:** The **European Charter for Researchers** is a set of general principles and requirements that define the roles, responsibilities and rights of researchers and employers and funders.
- **Code of Conduct for the Recruitment of Researchers:** The **Code of Conduct for the Recruitment of Researchers**, which does not differ much from the standard rules governing recruitment, stresses the importance of open and transparent recruitment procedures and diverse and experienced selection committees.

HR Logo

The quality seal awarded by the European Commission "**HR Excellence in Research**" identifies institutions that generate and support a stimulating and favorable environment for research work.

So far, 428 organizations, 86 of them Spanish, have received the HR Excellence in Research logo.

IDIPHISA welcomes and supports the recommendations of the European Commission contained in the "European Charter for Researchers" and the "Code of Conduct for the Recruitment of Researchers". It also undertakes, in accordance with its internal policies, to develop its human resources strategy, adhering to the recommendations and principles set out in the Charter and the Code and to ensure transparency, accessibility, equity and the pursuit of excellence in the recruitment of researchers.

HRS4R at IDIPHISA

The complete procedure contains the following five steps:

1. Elaboration of a rigorous Internal Analysis.
2. Publication of the Institution's Strategy on the corporate website.
3. Evaluation and approval of the strategy by the Commission.
4. Implementation and continuous self-evaluation of the process by the institution.
5. Finally, the Commission should externally evaluate the Strategy and its deployment every four years after the start of the process.

In April 2019, both the GAP analysis and the Action Plan made by IDIPHISA have been sent to the European Commission for evaluation. The IDIPHISA Action Plan can be downloaded from the following link:

<https://bit.ly/3C2zlt7>

Specific HR initiatives in IDIPHISA:

<https://investigacionpuertadehierro.com/iniciativas-especificas-hr-en-el-idiphisa/>

Related links:

- <https://euraxess.ec.europa.eu/>
- <https://euraxess.ec.europa.eu/jobs/hrs4r>
- <https://www.youtube.com/watch?v=Hu12ivHZV4I>



**INSTITUTO DE INVESTIGACIÓN SANITARIA
PUERTA DE HIERRO - SEGOVIA DE ARANA**
Hospital Universitario Puerta de Hierro Majadahonda