



Human Resources Policy

Document Code: HR01

Version: 1

Date: 04/05/2024



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CONTENTS

| | |
|---|----|
| Considering: | 6 |
| EMPLOYMENT POLICY | 7 |
| Purpose and Scope..... | 7 |
| General Principles | 7 |
| Working Conditions | 8 |
| Conflict of Interest..... | 9 |
| Recruitment | 9 |
| EU-SOLARIS ERIC BYLAWS | 11 |
| Paid Leave Policy for EU-Solaris ERIC Employees..... | 11 |
| Remote Work Policy for EU-Solaris ERIC Employees | 11 |
| Sick leave Policy for EU-Solaris ERIC Employees | 11 |
| Working Hours and Breaks Policy for EU-Solaris ERIC Employees | 11 |
| Code of Conduct for EU-Solaris ERIC Employees..... | 12 |
| FINAL PROVISIONS | 13 |
| ANNEX 1 | 14 |
| RECRUITMENT PROCEDURE | 14 |
| ANNEX 2 | 16 |
| CONFIDENTIALITY AND CONFLICT OF INTEREST | 16 |

DOCUMENT HISTORY/CHANGE LOG.

| Version | Date | Amended by | Change/s made |
|---------|------|------------|---------------|
| 1 | | | |
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LIST OF ABBREVIATIONS

| | |
|----------------|--|
| BNN | Board of National Nodes |
| CSP/STE | Concentrating Solar Power / Solar Thermal Energy |
| ERIC | European Research Infrastructure Consortium |
| GA | General Assembly |
| IPR | Intellectual property rights |
| MD | Managing Director |
| RI | Research Infrastructure |
| STC | Scientific & Technical Committee |
| SLA | Service Level Agreement |

DEFINITIONS

- A “**simple majority**” means a majority of more than half of the votes of the members present or formally represented at the meeting.
- A “**absolute majority**” means a majority of more than half of the voting rights of the consortium.
- A “**qualified majority**” means a majority of more than 2/3 of the voting rights of the consortium.
- “ **Unanimity**” means at least 90 % of the voting rights of the consortium and no unfavorable vote.
- **Quorum:** At least 2/3 (rounded up) of the voting rights must be present or formally represented at the meeting
- **Statutes:** The Statutes for EU-SOLARIS ERIC.
- **IPR:** the intellectual property rights according to this heading defined in Article 2 of the Convention establishing the World Intellectual Property Organization, signed on 14 July 1967.
- **Host Member:** the country in which EU-SOLARIS ERIC has its registered office.
- **Host Premium:** Additional contribution to the ERIC by the Host Member, either in-kind or in cash.
- **Managing Director:** the person designated to hold that post by the General Assembly.
- **Member:** ‘Member(s)’ means the member(s) of EU-SOLARIS ERIC, as provided for under Article 5 of the Statutes.
- **Observer:** ‘Observer(s)’ means a non-Member of EU-SOLARIS ERIC that participates and contributes to the ERIC activities as provided for under Article 5 of the Statutes.
- **National Node(s):** Research centers, resources and services organized nationally, not necessarily as an entity with legal capacity, in a member and operated by legal entities, at which EU-SOLARIS ERIC related activities are carried out.
- **Research Center:** A national R&D organization, independent from EU-SOLARIS ERIC, which participates to the operation of the EU-SOLARIS ERIC.
- **CSP/STETechnologies:** Concentrated Solar Power / Solar Thermal Energy Technologies.
- **Board of National Nodes:** An advisory body representing the national nodes to assist the Managing Director as provided for under Article 23 of the Statutes
- **Scientific and Technical Committee:** An advisory body to assist the General Assembly as provided for in Article 22 of the Statutes
- **General Assembly:** The supreme governing body of the ERIC
- **Central Hub:** The Managing Director and Secretariat Team located in the Host Member

Considering:

Council Regulation (EC) No 723/2009 of 25 June 2009, concerning the legal framework for European Research Infrastructure Consortiums (ERICs), particularly Article 7(3) thereof;

Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014, regarding public procurement, especially Article 9(1) (b) thereof;

Commission Implementing Decision (EU) 2022/7351 of 19 October 2022, establishing the European Solar Research Infrastructure for Concentrated Solar Power, known as EU-Solaris ERIC.

Whereas:

EU-Solaris ERIC deems it beneficial to regulate employment to uphold principles such as transparency, equal opportunity, non-discrimination, and un-biased evaluation.

The General Assembly of EU-Solaris ERIC has enacted these employment regulations.

HUMAN RESOURCES POLICY

Purpose and Scope

1. This policy outlines the fundamental principles governing the relationship between EU-Solaris ERIC and its employees. It is designed to uphold uniform standards and ensure consistent employment practices and staff relations.
2. This policy applies to all employees of EU-Solaris ERIC.
3. Additionally, this policy is intended to complement the European Charter for Researchers¹ and the relevant national legislation.
4. In the event of any inconsistency between this policy and applicable national law, the latter shall take precedence.

General Principles

1. Transparency and Efficiency:

EU-Solaris ERIC adheres to principles of transparency and efficiency in the selection, recruitment, and employment processes of its staff.

2. Non-discrimination and Equal Opportunities:

We are dedicated to fostering a diverse and inclusive workplace culture. Discrimination based on gender, age, ethnicity, nationality, social origin, religion or belief, sexual orientation, language, disability, political opinion, or socioeconomic status is strictly prohibited.

3. Diversity and Talent Development:

EU-Solaris ERIC actively seeks to recruit, develop, and retain talented individuals from diverse backgrounds and origins to drive innovation and success.

4. Equal Treatment and Opportunity:

All members of the EU-Solaris ERIC staff are entitled to equal respect and opportunities to contribute fully based on their individual skills and interests.

5. Management at Statutory Seat in Spain:

Employees stationed at the EU-Solaris ERIC's statutory seat in Spain are appointed, dismissed, and report to the Managing Director (MD) according to established procedures.

¹ <https://euraxess.ec.europa.eu/jobs/charter/european-charter>

Working Conditions

1. Adherence to Standards and Practices:

EU-Solaris ERIC's practices are anchored in internationally recognized labor standards, applicable national laws, regulations, collective agreements, industry norms, and local customs.

2. Performance and Alignment with Objectives:

Employees are expected to execute their duties to the utmost of their abilities, actively promoting EU-Solaris ERIC's objectives and values in their daily tasks and interactions with external stakeholders.

3. Compliance and Consideration:

Employees are obliged to adhere to directives provided by their line managers, executing their responsibilities with precision and mindfulness, taking into consideration the well-being of their colleagues.

4. Flexibility and Accommodation:

Working conditions, including those for employees with disabilities, shall offer necessary flexibility conducive to successful task completion, in accordance with prevailing national legislation and relevant collective bargaining agreements.

5. Work-Life Balance:

EU-Solaris ERIC endeavors to facilitate a work environment that enables both women and men to effectively balance familiar responsibilities with their careers. This includes provisions for flexible working hours, part-time arrangements, telecommuting, and leave, complemented by appropriate financial and administrative support mechanisms.

6. Fair and Attractive Employment Conditions:

Employees are entitled to fair and appealing employment conditions, underpinned by adequate social security provisions in compliance with applicable national regulations and collective bargaining agreements.

7. Equality and Respect:

All EU-Solaris ERIC employees are to be treated with equal respect, with every opportunity provided for them to contribute fully to the organization's success based on their unique skills, competencies, and interests.

8. Safety and Health:

EU-Solaris ERIC is committed to offering a secure and healthy work environment, striving for the prevention of work-related accidents and injuries, and continually enhancing health and safety standards in the workplace.

9. Prohibition of Inappropriate Behavior:

All forms of inappropriate behavior, including but not limited to harassment, bullying, psychological abuse, and violence, are strictly prohibited. Further details regarding acceptable conduct will be outlined in the EU-Solaris ERIC Code of Conduct².

10. Equitable Treatment:

All staff, including secondees and consultants, shall be treated equitably, fairly, and respectfully by EU-Solaris ERIC employees and management. Immediate and appropriate action shall be taken by management upon awareness of any instances of inappropriate behavior.

11. Substance-Free Workplace:

The possession, distribution, consumption, or working under the influence of unlawful controlled substances while on EU-Solaris ERIC premises or during EU-Solaris ERIC activities is strictly prohibited.

Conflict of Interest

1. Professional Loyalty:

Every employee's primary allegiance shall be to EU-Solaris ERIC. Decisions made in the course of business or organizational activities must prioritize the best interests of EU-Solaris ERIC, devoid of personal or external influences.

2. Honesty and Integrity:

Employees of EU-Solaris ERIC are expected to uphold principles of honesty and integrity. They should refrain from engaging in situations where personal, familiar, or financial interests may conflict with those of EU-Solaris ERIC.

3. Anti-Corruption Commitment:

EU-Solaris ERIC is dedicated to combating corruption in all its manifestations, including acts of extortion and bribery.

Recruitment

1. Compliance with Employment Laws:

The recruitment and selection processes for employees shall adhere to relevant employment legislation, governed by the employing institution where the employee is based.

² Currently under development

2. Diversity and Non-discrimination:

EU-Solaris ERIC is dedicated to fostering a diverse and inclusive workplace, free from discrimination.

3. Gender Balance:

EU-Solaris ERIC shall strive for gender balance representation across all staff levels. This objective is pursued through equal opportunity recruitment practices and subsequent career advancement stages, without compromising on quality and competence criteria. Selection and evaluation committees are encouraged to maintain adequate gender balance to ensure fair treatment.

All these criteria adhere to the Gender Equality Plan³ of EU-SOLARIS ERIC.

4. Recruitment Procedure Details:

Specific procedures pertaining to the recruitment and selection of personnel are detailed in Annex 1.

5. Confidentiality and Data Protection:

All documentation related to personnel employment shall be handled confidentially and in compliance with the European General Data Protection Regulation (GDPR) and relevant national laws⁴.

³ <https://eu-solaris.eu/wp-content/uploads/2023/07/Gender-Equality-Plan-July-2023.pdf>

⁴ <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679>

EU-SOLARIS ERIC BYLAWS

Any inquiries regarding the rights and obligations of the workers must be made in the corresponding official documentation, the **Collective Bargaining Agreement for Engineering Companies**⁵. In case of discrepancy between the agreement and this document, the conditions stipulated in the agreement will prevail, provided that the latter are more favorable. For further information, consult the official document, as EU-Solaris ERIC follows Spanish labor laws (Estatuto de los Trabajadores)⁶.

Paid Leave Policy for EU-Solaris ERIC Employees

Employees at EU-Solaris ERIC are entitled to 23 paid working days of annual leave. If additional days are needed, arrangements can be made between the employee and the director.

EU-Solaris ERIC employees can enjoy 6 days of personal leave annually are those in which the worker can be absent from work for personal reasons without the need to justify it.

Remote Work Policy for EU-Solaris ERIC Employees

Remote work at EU-Solaris ERIC, as regulated by law, is voluntary for both employees and the organization. Employees must obtain approval from the EU-Solaris ERIC director for remote work arrangements.

Sick leave Policy for EU-Solaris ERIC Employees

For sick leave of less than 4 days, a doctor's note will suffice. However, if the sick leave extends beyond 4 days, an official medical sick leave certificate from a doctor is required. In both cases, employees must provide a justifying certificate.

Additionally, female employees experiencing difficulties due to their menstrual cycle may take sick leave upon the advice of their doctor.

If a female employee prefers to work remotely during her menstrual cycle, she must obtain permission from the director of EU-Solaris ERIC.

Working Hours and Breaks Policy for EU-Solaris ERIC Employees

Employees are required to check in at 8:30 and check out at 16:30 from Monday to Friday. EU-Solaris ERIC provides transportation via buses, with three available lines

⁵ [https://www.boe.es/eli/es/res/2023/02/27/\(6\)](https://www.boe.es/eli/es/res/2023/02/27/(6))

⁶ https://www.boe.es/biblioteca_juridica/abrir_pdf.php?id=PUB-DT-2024-139

and designated stops. For any inquiries regarding transportation, employees should consult the EU-Solaris ERIC director.

A 30-minute lunch break is to be taken daily, to be scheduled at the discretion of the employee. This results in a total working day of 7.5 hours per day.

Code of Conduct for EU-Solaris ERIC Employees

- **Respect for Company Resources:** Employees are expected to exercise care and diligence when using company resources and premises. Any damage caused will be subject to consequences as determined by the Director.
- **Smoking Policy:** Smoking is only permitted in designated smoking areas.
- **Respectful Interactions:** Mutual respect among coworkers is essential. Any conflicts should be handled with professionalism and respect. Employees are encouraged to report any conflicts or issues to the EU-Solaris ERIC Director for resolution.

FINAL PROVISIONS

- 1) This policy shall undergo review by the General Assembly at least once every five years from the date of its adoption.
- 2) The MD may propose changes or amendments to this policy to the Chairperson of the General Assembly at any time. Proposed changes shall be subject to voting.
- 3) This policy shall become effective on the day following its adoption by the General Assembly.
- 4) Any inquiries regarding the rights and obligations of the workers must be made in the corresponding official documentation, which is the **Collective Bargaining Agreement for Engineering Companies**. In case of discrepancy between the agreement and this document, the conditions stipulated in the agreement will prevail, provided that the latter are more favorable. For further information, consult the official document, as EU-Solaris ERIC follows Spanish labor laws⁴.

ANNEX 1

RECRUITMENT PROCEDURE

Advertisement of Positions

All new and vacant positions within EU-Solaris ERIC shall be widely advertised through appropriate channels and posted on the website. Advertisements shall be published with sufficient lead time to allow potential candidates ample opportunity to become aware of the opportunity and prepare their applications.

Criteria for Selection

Advertisements shall include a clear description of the position and selection criteria, encompassing required skills, experience, knowledge, motivation, and other pertinent requirements. These criteria must be directly relevant to the advertised role and position, devoid of any discriminatory factors based on race, ethnicity, national origin, religion, gender, age, disability, sexual orientation, political affiliation, marital status, or parental status.

Formation of Selection Panel

Prior to advertisement, the MD shall establish a selection panel comprising at least two members from the General Assembly, who may be augmented by additional experts. The composition of the selection panel shall consider factors such as the location of employment, the interests of the relevant facility, and the seniority of the position being advertised.

Application Review and Shortlisting

The selection panel shall review all applications and agree on a shortlist of candidates to be invited for an interview. Shortlisting shall be based on the advertised criteria, taking into account any affirmative action plans regarding gender balance previously approved in accordance with the Statutes.

If not already a member of the selection panel, the MD shall review the shortlisted candidates and their resumes before inviting them for interviews.

Interview Phase

Following interviews, the selection panel shall compile a written report, including candidate rankings, supported by narrative feedback and a recommendation for the successful candidate.

Decision and Offer of Employment

The MD shall decide whether to accept the selection panel's recommendations and extend an employment contract to the successful candidate. If necessary, the MD

may seek approval from the General Assembly before finalizing the offer of employment.

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ANNEX 2

CONFIDENTIALITY AND CONFLICT OF INTEREST

1. Confidentiality

- Definition: "Confidential Information" refers to any non-public information disclosed by EU-Solaris ERIC to its employees during collaboration.
- Obligations: Employees agree to maintain confidentiality and use Confidential Information solely for the intended purpose. Disclosure to third parties requires written consent.
- Exceptions: Confidentiality does not apply to publicly known information, independently developed data, or legally required disclosures.
- Duration: Obligations persist beyond termination or expiration for the contract's period.

2. Conflict of Interest

- Definition: "Conflict of Interest" arises when employees' personal interests compromise performance integrity.
- Disclosure: Employees must promptly disclose conflicts of interest to EU-Solaris ERIC in writing.
- Resolution: EU-Solaris ERIC and employees collaborate to resolve conflicts in good faith, ensuring performance integrity.

3. **Execution:** Effective upon authorized board's signatures.