



ONBOARDING MANUAL

WELCOME AND CONGRATULATIONS

Welcome! We are very happy to have you as a new professional on our team.

This onboarding manual has been designed so that you can quickly familiarize yourself with your new workplace, but above all, so that you can understand how we work and why we do it.

The objectives of this onboarding manual are:

- ① For you to feel welcome at your new workplace.
- ① For you to learn about our vision.
- ① For you to share our culture's values.

We hope it will help you be successful in your new position and thus help ensure the success of all.

JOSE MIGUEL GUZMAN DE DAMAS

Managing Director of IBIMA Plataforma BIONAND

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1 IBIMA Plataforma BIONAND

1.1 What is IBIMA Plataforma BIONAND?

The Biomedical Research Institute of Málaga and Nanomedicine Platform (IBIMA Plataforma BIONAND) is organized as a multidisciplinary space. At its core are the Regional University Hospital of Málaga and the Virgen de la Victoria University Hospital of Málaga, but it is open to all public primary care and hospital healthcare centers in the province of Málaga. Together with the University of Málaga, these centers conduct and synthesize basic, clinical, and public health research, promoting translational research and research on nanomedicine.

2 MISSION, VISION, AND VALUES

2.1 MISSION

The institute's mission is to develop and promote a multidisciplinary scientific space for R&D&i of excellence in the field of biomedicine and nanomedicine aimed at industrial transfer and translation into clinical practice in Málaga.

2.2 VISION

The institute's vision is to be a proactive and innovative organization, a national and European point of reference that aims to offer the best possible research at all times.

2.3 VALUES

The **values** the institute is based on are:

- Collaboration and cooperation.
- Leadership and commitment to society.
- Social responsibility.
- Diversity and equal opportunities.
- Respect.
- Pursuit of excellence.
- Quality and continuous improvement.
- Leadership in innovation and knowledge transfer.
- Efficiency, professionalism, and prestige.
- Transparency and rigor.

3 ORGANIZATIONAL CHART AND MANAGEMENT

3.1 ORGANIZATIONAL CHART

The organizational chart of the Biomedical Research Institute of Málaga and Nanomedicine Platform (IBIMA Plataforma BIONAND) and the composition of the management area can be found on its website <https://ibima.eu/es/organigrama/>

3.2 MANAGEMENT AREA

IBIMA Plataforma BIONAND has entrusted its management to FIMABIS (Andalusian Public Foundation for Health and Biomedicine Research), an entity linked to the Regional University Hospital of Málaga and the Virgen de la Victoria University Hospital of Málaga, which belong to the network of research management foundations of the Andalusian Public Healthcare System. The management units are shared between IBIMA Plataforma BIONAND and FIMABIS and are under the direction of the Scientific Director and Manager of IBIMA Plataforma BIONAND.

Financial and management matters concerning IBIMA Plataforma BIONAND are the Manager's responsibility.

4 HR POLICIES

IBIMA Plataforma BIONAND has an **Equality Plan** that places the role of female scientists at the center of its roadmap, with women included in decision-making and in positions of responsibility. The plan is available to researchers on the institute's website at <https://ibima.eu/es/sociedad/>

There is also an **Action Protocol** in case of discrimination, psychological harassment, or sexual harassment at work that aims to prevent, avoid, resolve, and penalize cases of workplace, sexual, gender, or any other type of harassment that may occur within the foundation. The protocol is available to researchers on the institute's website at <https://ibima.eu/es/sociedad/>

The institute has a Code of Ethics and Good Research Practices which establish the ethical and quality criteria and best practices that guide its research activity as well as its compliance with current ethical and legal standards, as established by the ALLEA European Code of Conduct for Research Integrity.

The principles established in this code are applicable to all professionals who conduct research at the institute and at the different centers that form part of it. Researchers should consider it a personal commitment in order to guarantee best scientific practices. It is available to researchers on the institute's website at <https://ibima.eu/es/sociedad/>

If you have knowledge or a reasonable suspicion of any breach of ethics or good practices in research, you can report it through the whistleblower channel on the institute's website <https://ibima.eu/es/canal-de-denuncias/>.

4.1 EDUCATION

The Human Resources department, committed to the mission, goals, functions, and values of the organization, understands education as a value and a resource for the progress and improvement of societies and individuals.

Education is a right, a duty, a process, and a result to achieve better societies, groups, and citizens, serving as a driving force behind the development of societies and people.

Continuing education offers the opportunity to develop the professional skills necessary to perform each job optimally, allowing for learning and developing skills and abilities in order to optimize personal resources and achieve better business results.

All IBIMA Plataforma BIONAND personnel hired through FIMABIS can attend official training courses so long as the budget allows for it. The two most common channels for managing education at the foundation are:

Funding through research groups

If a research group has the financial capacity to pay for a training course, the interested party, with approval from the group director, must notify the project manager of the entity that manages the course and the registration information at least ten days before the end of the course registration period.

Through the Tripartite Foundation

The foundation has ceded the approval of Tripartite Foundation training courses for researchers to the works council. The council has created regulations and questionnaires to be completed that are accessible to employees. Once the course has been approved by the council in accordance with the approved criteria, the course, the entity teaching the course, the dates, and approval must be sent to the FIMABIS Education Department.

5 GENERAL WORKPLACE POLICIES

5.1 SICK LEAVE

In case of absence due to illness, the professional must inform the HR department and upload a **doctor's note** to the AM Presencia application if applicable.

In case of sick leave—absence of more than three days due to illness—a sick leave form signed by a doctor must be sent to HR.

5.2 WORK CALENDAR

The work calendar is available on the website and can be requested from the HR department.

5.3 LEAVES OF ABSENCE

Leaves of absence are regulated by Article 37 of the Workers' Statute, except for leave for personal matters, which will continue to be negotiated until its final incorporation in the text of the Collective Bargaining Agreement for Foundations.

The employee, with prior notice and justification, may be absent from work with the right to compensation for any of the following reasons and for the following periods of time:

CAUSATIVE EVENT	DURATION OF THE LEAVE OF ABSENCE
Serious accident or illness, hospitalization, or surgery without hospitalization that requires rest at home of the spouse, domestic partner, family members up to the first degree of consanguinity or affinity, or unrelated cohabitants. *Basic Statute for Public Employees 48. a) NEW	<ul style="list-style-type: none"> 5 business days
Serious accident or illness, hospitalization, or surgery without hospitalization that requires rest at home of family members up to the second degree of consanguinity or affinity. *Basic Statute for Public Employees 48. a) NEW	<ul style="list-style-type: none"> 5 business days
Death of a spouse, domestic partner, or family members up to the first degree of consanguinity or affinity. *Basic Statute for Public Employees 48. a) NEW	<ul style="list-style-type: none"> 3 working days if within the same city 5 working days if in a different city
Death of family members up to the second degree of consanguinity or affinity. *Basic Statute for Public Employees 48. a) NEW	<ul style="list-style-type: none"> 2 working days if within the same city 4 working days if in a different city
Moving house without a change in country of residence. *Basic Statute for Public Employees 48. b) NEW	<ul style="list-style-type: none"> 1 day
To perform union or staff representation duties. *Basic Statute for Public Employees 48. c)	<ul style="list-style-type: none"> Terms to be determined

<p>To take final examinations and other final aptitude tests.</p> <p>*Basic Statute for Public Employees 48. d)</p>	<ul style="list-style-type: none"> • The day the event is to be held
<p>Prenatal examinations and childbirth preparation classes for the pregnant person, for the adoptive/foster parent, or for the guardian for adoption purposes. Attendance at mandatory information and preparation sessions and for the completion of the mandatory psychological and social reports prior to a declaration of suitability for the guardian for adoption purposes.</p> <p>*Basic Statute for Public Employees 48. e)</p>	<ul style="list-style-type: none"> • The time needed
<p>Breastfeeding of a child under twelve months of age.</p> <p>*Basic Statute for Public Employees 48. f)</p>	<ul style="list-style-type: none"> • 1 hour of absence from work, which may be divided into two time periods, or • Reduction of the working day by half an hour at the beginning and end of the working day, or • Reduction of the working day by one hour at the beginning or end of the working day, or • Accrual into full working days (20 business days) <p>The time will be increased proportionally in the case of multiple childbirth/adoption/guardianship for the purposes of adoption/foster care.</p>
<p>Premature childbirth or children who must be hospitalized after delivery.</p> <p>*Basic Statute for Public Employees 48. g)</p>	<ul style="list-style-type: none"> • Absence from work for a maximum of 2 hours per day (with full compensation) or • Reduction of the working day by a maximum of 2 hours (with the proportional reduction in compensation)
<p>For reasons of legal guardianship, when it involves:</p> <ul style="list-style-type: none"> - Direct care of a child under 12 years of age. - Older adult who requires special care. - Person with a disability who does not have gainful employment <p>*Basic Statute for Public Employees 48. h)</p>	<ul style="list-style-type: none"> • Reduction of the working day with the corresponding reduction in compensation
<p>Direct care of a family member up to the second degree of consanguinity or affinity who, due to age, accident, or illness, is unable to care for him/herself and who is not gainfully employed.</p> <p>*Basic Statute for Public Employees 48. h)</p>	<ul style="list-style-type: none"> • Reduction of the working day with the corresponding reduction in compensation

<p>Care for a first-degree family member due to a very serious illness.</p> <p>*Basic Statute for Public Employees 48. i)</p>	<ul style="list-style-type: none"> Reduction of the working day up to a maximum of 50% with compensation for a maximum period of 1 month <p>If there is more than one person entitled to this right due to the same causal event, the time allowed for this reduction may be prorated among them, respecting in any case the maximum period of one month.</p>
<p>Fulfillment of an obligatory duty of a public or personal nature and for duties related to the reconciliation of work and family life.</p> <p>*Basic Statute for Public Employees 48. j)</p> <p>(*see appendix)</p>	<ul style="list-style-type: none"> For the time needed
<p>For private matters</p> <p>*Basic Statute for Public Employees 48. k)</p>	<ul style="list-style-type: none"> 4 days per year
<p>Marriage/Domestic Partnership</p> <p>*Basic Statute for Public Employees 48. k)</p> <p>NEW</p>	<ul style="list-style-type: none"> 15 days
<p>Maternity leave</p> <p>*Basic Statute for Public Employees 49. a) and c)</p>	<ul style="list-style-type: none"> 16 weeks The 6 weeks immediately following childbirth shall be mandatory and uninterrupted leave in all cases. Extension by 2 additional weeks in case of disability of the child and 1 week for each parent for each child after the second in the case of multiple births. Premature birth/hospitalization of the newborn following delivery: the leave will be extended by as many days as the newborn is hospitalized for a maximum of 13 additional weeks. 4 additional weeks (Royal Decree 349/1996)
<p>Leave for adoption, guardianship for purposes of adoption, or temporary or permanent foster care.</p> <p>*Basic Statute for Public Employees 49. b) and c)</p>	<ul style="list-style-type: none"> 16 weeks The 6 weeks immediately following the judicial ruling/administrative decision shall be mandatory and uninterrupted leave in all cases. Extension by 2 additional weeks in case of disability of the minor adopted/fostered/in legal guardianship and for 1 week for each of the parents as of the second minor in cases of adoption/fostering/legal guardianship of multiple minors. 4 additional weeks (Royal Decree 349/1996)
<p>Leave for travel prior to international adoption/fostering.</p> <p>*Basic Statute for Public Employees 49. b)</p>	<ul style="list-style-type: none"> Leave of up to 2 months, receiving base pay

<p>Leave due to gender-based violence against women.</p> <p>*Basic Statute for Public Employees 49. d)</p>	<ul style="list-style-type: none"> • Absences from work of female employees who are victims of gender-based violence, whether total or partial, shall be considered excused for the time and under the conditions determined by social services or health services, as appropriate. • The employees shall have the right to a reduction of the working day with a proportional reduction in compensation or reorganization of the working day through adaptation of the schedule, flexible working hours, or other applicable forms of organizing working time. • Employees shall receive full compensation when working days are reduced by one third or less.
<p>Leave for care of a minor child with cancer or another serious illness</p> <p>*Basic Statute for Public Employees 49. e)</p>	<ul style="list-style-type: none"> • Reduction of the working day by at least 50% receiving full compensation for care during hospitalization and ongoing treatment of a minor child, adopted child, fostered child, or child in legal guardianship who has cancer (malignant tumors, melanomas, or carcinomas) or any other serious illness that entails long-term hospitalization and requires direct, continuous, and permanent care. • Until the age of 23 years if the need for direct, continuous, and permanent care continues if the illness was diagnosed before the child turned 18 years of age
<p>Parental leave for the care of a minor son, daughter, or foster child for more than one year until the child turns 8 years old.</p> <p>*Basic Statute for Public Employees 49. g) NEW</p>	<ul style="list-style-type: none"> • Duration not exceeding 8 weeks, continuous or discontinuous. • Full-time or part-time, when the needs of the department allow for it and pursuant to the terms established by regulations

5.4 VACATION AND PERSONAL DAYS

Employees are entitled to **22 working days** of vacation per year worked or the equivalent of 1.80 working days per month worked. Accrued vacation days must be taken before January 31 of the following year. Of the 22 working days, or accrued days, at least 50% shall be taken between July 1 and August 31, with no limitations on time periods. Nevertheless, in specific cases, managers may request that this 50% minimum be taken during other periods due to each area's activity, with the approval of the Human Resources department. The remaining 11 days may be taken throughout the year upon agreement between the employee and the foundation or manager in order to guarantee that each department's needs are met and so that no unit is left unattended. All employees must request vacation or leaves of absence through the

AM Presencia application at least one week prior to the date requested for authorization.

In addition to vacation time, employees have 4 days for personal matters. Personal days must be taken before December 31 of the current year.

In addition, December 24 and 31 are non-working days.

5.5 WORKING HOURS

The working day shall be calculated based on the reference of an average of 35 hours per week calculated annually, as set forth in the second point of the “Agreement dated September 20, 2018,” except for special working days, which shall be six hours per day. Special working days will be in force during the following periods:

Business days between December 25 and January 6.

Business days during Holy Week.

Business days during the week of the Málaga fair.

5.6 LOCATIONS AND MANAGERS

The centers where IBIMA employees may conduct their research or administrative tasks are as follows:

Head Office-Málaga TechPark; Technology Park of Andalusia (PTA)_ IBIMA Plataforma BIONAND: Manager: Jose Miguel Guzmán de Damas

Research Laboratory, Regional University Hospital of Málaga (Civil Hospital)_IBIMA Plataforma BIONAND: Coordinator Cristobalina Mayorga Mayorga

Research Laboratory, Regional University Hospital of Málaga_IBIMA Plataforma BIONAND: Coordinator Fernando Rodriguez de Fonseca

Research Laboratory, Virgen de la Victoria University Hospital of Málaga_IBIMA Plataforma BIONAND: Coordinator Manuel Macías González

5.7 INTERNAL MAIL SERVICE AND SHIPPING

The following is used for internal mail:

- ① **Internal mail service** The route is one-way. For example, documentation sent from the Research Laboratory of the Virgen de la Victoria University Hospital of Málaga to the Clinical Trials area of the Regional University Hospital of Málaga will remain overnight at FIMABIS headquarters until the next day when there is an internal mail service. The route will start between 10:00 and 11:00 a.m. at the starting point (FIMABIS headquarters). The courier will take approximately one hour to complete the entire route and return to the starting point. It is important

that the documentation to be sent is prepared and ready to be given to the courier on his/her arrival, as waiting time is not included in the service. We recommend that documentation to be sent be prepared and ready to be delivered (in envelopes) by 10:00 a.m. on Tuesday and Thursday mornings.

- ⦿ **Certified Mail** with proof of receipt for urgent and important shipments
- ⦿ **Messaging** for exceptional cases
- ⦿ **Ordinary mail for all other shipments**

5.8 PER DIEM AND/OR TRAVEL EXPENSES LOG

The per diem and/or travel expenses log must be completed by any employee who travels for work purposes outside the city where his/her workplace is located.

In the event that travel is within the same city as the employee's workplace, expenses will be paid through the financial control account after receipt of the corresponding proof of payment.

For any questions regarding this matter, please contact the Financial Management area.

6 HEALTH STANDARDS AND OCCUPATIONAL RISK PREVENTION

6.1 MEDICAL EXAMINATION

Upon joining the company, every employee (depending on the position held and as assessed by the Prevention Department) shall undergo a **medical examination** specific to the job he/she will perform. Employees will be periodically called on to have another examination, in some cases on a voluntary basis.

6.2 MUTUAL INSURANCE COMPANY

FIMABIS's mutual insurance company is **FREMAP**, which covers occupational accidents (en route to or at the workplace) and occupational diseases. It is a free service for employees and companies insured with FREMAP.

In the event of an **accident at work**, go to the nearest FREMAP healthcare center. Information can be obtained through FREMAP ASISTENCIA 24 hours per day at the telephone number 900 6100 61 and from anywhere in the world at the telephone number 0034 91581 18 09 (also by SMS): FREMAP + MESSAGE TO 5857), which can provide

- ⦿ Emergency **medical assistance** and arrange transfer to a health center in case of an occupational accident or disease.

- ① **information** on all FREMAP medical and administrative services.

6.3 OCCUPATIONAL RISK PREVENTION

If necessary, employees will receive **training** on ORP until completing the training foreseen for his/her job. Attendance at these training sessions is mandatory. Periodically, employees will be convened for refresher courses.

7 INFRASTRUCTURE AND SERVICES

7.1 INFRASTRUCTURE

The IBIMA Plataforma BIONAND building has the following common areas:

- Board Room/Office
- Auditorium
- Meeting room (first floor)

To use these spaces, it is necessary to make a reservation by sending an email with the request to: recepcion@fimabis.org

In the case of the auditorium, prior authorization from the Management or Scientific Directorate is required.

7.2 INFORMATION SYSTEMS

① User Accounts

All foundation employees must have access to both investiga+ and their e-mail account.-

In order to comply with the requirements established in the **LOPD** (Organic Law for the Protection of Personal Data) and to guarantee the security of the data located on personal computers and the internal network, the foundation keeps an updated registry of **user accounts** for each employee of the management units so that access to the information stored and custodied by the organization in different applications is controlled and restricted to authorized personnel. Employees whose workplace is located at the hospital will not be able to access this application. The use of user accounts is subject to the following conditions:

- **Each user is responsible for the confidentiality of his/her password**
If the password is either fortuitously or fraudulently disclosed to

unauthorized individuals, it must be reported in order to change it.

- Workstations are the responsibility of the authorized user, who must ensure that the **information it displays is not visible to unauthorized persons**. This implies that both the information displayed on the screen and printed (hard copy) is the responsibility of the user who generates/prints it.
- To avoid manipulation or unauthorized access to open sessions during a physical absence, **the PC should be locked or, if necessary, password-protected screensavers should be used during short periods of time**, both when working locally or on the network.
- Once the employee has finished using the PC, he/she must **shut down or log off** the PC, as applicable.

🕒 **Email:**

FIMABIS will provide an email account to all employees hired by the foundation who maintain an employment relationship with the entity for more than three months.

Once the working relationship with FIMABIS is terminated, FIMABIS will maintain the email for one month, closing it without further notice other than this notification. All employees must comply with the approved email best practices policy.

🕒 **Mobility**

For users located in the FIMABIS management units that provisionally require it and with prior authorization from the person in charge, the Information Systems department (SSI) has the following technology available:

- Laptop Computer
- Corporate Cell Phones
- 3G USB MODEM cards.

NOTE: For any questions, contact the Procurement unit staff.

7.3 EMAIL FOOTER

Employees must ensure that the footer of all their email communications is unique.

A best practice measure is to create a full signature for new emails and a short signature for replies and forwards.

IBIMA Plataforma BIONAND will provide full and short footer templates.

The long template will include: First and last name; position/job; Clinical Management Unit (UGC); name of the entity, UGC, and hospital or center; full mailing address; landline and cell phone numbers; fax number; email; the entity's logo; as well as a privacy and confidentiality warning.

The short template will include: First and last name, position/job, UGC and the name of the entity.

7.4 CORPORATE IMAGE

A standardized, consistent image must be used in reports, letters, and in general in any type of document prepared by the different areas of the foundation that has or may have external and internal dissemination. The following aspects must be taken into account:

- Paper size
- Margins, spacing, and alignment
- Fonts
- Use of logo symbols
- Indentation of headings, paragraphs, and subsections
- Headers and footers
- Specific standards for reports and other documents

**WE HOPE THAT THIS ONBOARDING MANUAL WILL BE OF HELP TO YOU
AT THE START OF YOUR NEW PROFESSIONAL CAREER AT IBIMA
PLATAFORMA BIONAND**