

## **Protocol for managing offers**

### **TALENT MANAGEMENT SERVICE**

The request for collaboration of Asebio in the provision of job offers and/or internship vacancies is free of charge for companies and implies acceptance of the conditions included in this Protocol.

To ensure the quality of managed offers, we establish the following minimum requirements for vacancies:

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Offers must comply with current legislation regarding employment contracts, salary compensation, or regulation of internship programs.

1. Offers must not include any aspect that violates civil rights, such as discrimination based on age, gender, sexual orientation, gender identity, ideology, nationality, race, ethnicity, religion, cultural affiliation, health, functional diversity, economic or social condition, or any other grounds. In this regard, it should be noted that the Law on Offenses and Sanctions in the Social Order (Royal Legislative Decree 5/2000, of August 4) classifies as very serious offenses any unilateral decisions by the employer that involve direct or indirect unfavorable discrimination based on age or disability, or favorable or adverse discrimination regarding wages, working hours, training, promotion, and other working conditions based on sex. It is also considered a very serious offense to establish conditions through advertising that contribute to favorable or adverse discrimination for access to the labor market based on sex. The financial penalties in both cases range from a minimum of €6,251 to a maximum of €187,515.
2. Regarding the duration of contracts, offers will be managed for the following types:
  - Indefinite • Fixed-discontinuous • Due to production circumstances • Replacement • Apprenticeship in alternation • Apprenticeship for obtaining professional practice

The employment relationships will be indefinite or not

less than 6 months.

Offers related to the following situations may also be considered:

- Contracts linked to the seasonality of the activity • Maternity/paternity leaves or leaves due to temporary incapacity (IT) of similar duration. • Contracts for workers in situations of social exclusion and/or vulnerable groups contemplated in the social clauses of certain processes.

Other cases related to emergencies will be considered, particularly those related to states of emergency declared to address health emergencies.

3. The stipulated compensation must not be lower than that established in the corresponding collective agreement or reference regulatory framework. In this regard, it should be noted that the minimum interprofessional wage for 2025 is €16,576 gross on an annual basis for full-time positions or a proportional amount for part-time positions. The salary associated with the vacancy of the offer should not be lower than the minimum salary ranges specified in ASEBIO's Salary Compensation Study for each professional profile. In this regard, companies can receive guidance from the technical staff of the Talent Management Service on the most suitable remuneration in each case. Offers managed within employment promotion programs aimed at developing professional experience through the hiring of participants by collaborating companies in these programs will be governed by the minimum remuneration requirements indicated in the regulations governing the respective program.
4. Offers cannot come from companies whose core/business purpose is human resources management or that provide labor intermediation services to a third-party company. FEBIOTEC and ASEBIO will manage these procedures directly with finalist companies.
5. The identification of interested, available, and suitable candidates, preferably among individuals included in ASEBIO's records, will be carried out in accordance with the requested profile.
6. The company must ensure that the salary stated in the job offer is not lower than the one specified in the relevant agreement and that the indicated job category corresponds to the tasks the candidate will carry out within the organization. The company is responsible for any non-compliance with the conditions published in the offer.

7. Regarding the application for subsidies related to the hiring of candidates derived from the Talent Management service, the company is responsible for verifying that the proposed candidates meet the eligibility criteria for the assistance.
8. ASEBIO, THE EVENT NEST and FEBIOTEC are the entities that manage the personal data files containing the candidates' information. The entity has obtained consent from the affected individuals for the transfer of their data, specifying the purpose for which it will be shared, in accordance with the General Data Protection Regulation and the Data Protection and Digital Rights Guarantee Act.
9. The company receiving the candidates' information commits to the following:
  - Personal data will be processed solely for the purpose of providing job offer management services.
  - The data that the company will process includes identifying information, personal characteristics data academic and professional data, and employment data.
  - The personal data that will be processed are those of candidates in the selection process.
  - Maintaining the duty of confidentiality regarding the personal data accessed, even after the service or job offer management is concluded. Furthermore, ensuring that individuals under its supervision have committed in writing to maintaining the confidentiality of the processed data.

Ensuring the application of appropriate technical and organizational measures to guarantee a level of security suitable to the risks involved. Keeping the accessed personal data under its control and custody, refraining from disclosing, transferring, or communicating them in any other way.

  - Deleting or returning the data to ASEBIO when they are no longer necessary for the purpose of job offer management.
  - Assuming all direct or indirect responsibilities that may arise from the breach of these commitments.
  - Informing the candidate individuals, in the first communication issued by the company during the performance of tasks related to the purpose for which the data is processed, that the data has been provided by ASEBIO.