

			<ul style="list-style-type: none"> ✓ The governing board approved March 30th. 2022 the Policy for the Prevention of Money Laundering and Terrorist Financing. <p>The aforementioned Policy formalizes and expresses Polymat's unwavering commitment to the prevention of money laundering and the financing of terrorism, also expressing its willingness to collaborate with the competent authorities in this matter.</p>		2022	<p>https://www.polymat.eu/uploads/paginas_descargas/COMPLIANCE-POLYMAT-2019.pdf</p> <p>https://www.polymat.eu/uploads/paginas_descargas/COMPLIANCE-POLYMAT-2020.pdf</p> <p>https://www.polymat.eu/uploads/paginas_descargas/COMPLIANCE-POLYMAT-2021.pdf</p> <ul style="list-style-type: none"> ✓ 2020 Adaptation of the Code of Ethics and Ethical <p>https://www.polymat.eu/uploads/paginas_descargas/ETIC-CHANNEL-MOD.pdf</p> <p>https://www.polymat.eu/uploads/paginas_descargas/ETIC-CODE-MOD.pdf</p> <ul style="list-style-type: none"> ✓ Whistleblower Channel to the Organic Law on Data Protection 3/2018 of December 5 on Data Protection ✓ March 30th 2022 Policy for the Prevention of Money Laundering and Terrorist Financing is approved. 		
2. Ethical principles								
	1,2,3,5,6,7,8,10, 23,31,34.	<ul style="list-style-type: none"> ✓ Polymat's Mission, Vision and Values. ✓ Endorsement of C&C (Commitment of Founding Partners) 	<ul style="list-style-type: none"> ✓ On 21 December 2017, the Board of Trustees unanimously agreed to approve the organization and management model - criminal risk prevention manual - designed and prepared for the entity in accordance with article 31 bis, which includes the following documentation, also unanimously approved, including the necessary control measures: <ul style="list-style-type: none"> a/ Code of Ethics. b/ Acceptable use of IT resources policy. c/ Policy for Risk Management of Fraud, Bribery, and Corruption. d/ Ethical- Grievance Channel. e/ Disciplinary regime. ✓ Training and Dissemination to the Staff June 2018 ✓ On March 21st, 2019 the Board of Trustees unanimously approved the New Policies of Respect for People and adherence of suppliers to the POLYMAT Compliance model, also agreeing to its implementation and dissemination) ✓ POLYMAT's governing board approved an annual informative report (in 202 ,2021, and 2022) on the review of the compliance system, analyzing the actions carried out each year and those planned for the following year. ✓ On March 25th, 2020, the governing body approved the adaptation of the Code of Ethics and Ethical Whistleblower Channel to the Organic Law on Data Protection 3/2018 of December 5 on Data Protection. 	C&C Monitoring Team	2017	<ul style="list-style-type: none"> ✓ December 2017 approved all documents by POLYMAT'S Board (Certificates signed available on request only for the assessor). ✓ Training Sessions about HR Logo and Compgavee was given to all the in Staff June 2018 (Registry Document signed by the Staff available on request only for the assessor). <p>http://www.polymat.eu/uploads/plan-accion/trainingsessionsip2017.pdf</p>	Completed	
					2018	<ul style="list-style-type: none"> ✓ An Ethical-Grievance Channel created and publish websites web site (canaletico@polymat.eu) <p>http://www.polymat.eu/en/ethical-channel</p>		
					2019	<ul style="list-style-type: none"> ✓ In 2017, a Compliancwas e Officer Appointed. (Certificates signed available on request only for the assessor). ✓ Compliance documents published on the intranet. <p>http://www.polymat.eu/uploads/plan-accion/acceptableuseofitresources.pdf</p> <p>http://www.polymat.eu/uploads/plan-accion/codeofethics.pdf</p> <p>http://www.polymat.eu/uploads/plan-accion/crimerskassessmentreport.pdf</p>		
					2020-2022	<p>http://www.polymat.eu/uploads/plan-accion/criminalriskpreventionmanual.pdf</p> <p>http://www.polymat.eu/uploads/plan-accion/ethicschannel.pdf</p> <p>http://www.polymat.eu/uploads/plan-accion/modelofirmaceticico.pdf</p> <p>http://www.polymat.eu/uploads/plan-accion/policyforfraud,briberyandcorruption.pdf</p>		
					2020	<ul style="list-style-type: none"> ✓ March 21st 2019 the Board of Trustees unanimously approved the New Policies of Respect for People and adherence of suppliers to the POLYMAT Compliance model (Certificates signed available on request only for the assessor). 		

			<ul style="list-style-type: none"> ✓ The governing board approved March 30th 2022 the Policy for the Prevention of Money Laundering and Terrorist Financing. <p>The aforementioned Policy formalizes and expresses Polymat's unwavering commitment to the prevention of money laundering and the, financing of terrorism, also expressing its willingness to collaborate with the competent authorities in this matter.</p>		2022	<ul style="list-style-type: none"> ✓ http://www.polymat.eu/uploads/plan-accion/policyonrespectforpeople.pdf ✓ Annual reports on the review of the compliance system in 2019, 2020,2021 ✓ https://www.polymat.eu/uploads/paginas_descargas/COMPLIANCE-POLYMAT-2019.pdf ✓ https://www.polymat.eu/uploads/paginas_descargas/COMPLIANCE-POLYMAT-2020.pdf ✓ https://www.polymat.eu/uploads/paginas_descargas/COMPLIANCE-POLYMAT-2021.pdf ✓ Adaptation of the Code of Ethics and Ethical ✓ https://www.polymat.eu/uploads/paginas_descargas/ETIC-CHANNEL-MOD.pdf ✓ https://www.polymat.eu/uploads/paginas_descargas/ETIC-CODE-MOD.pdf ✓ Whistleblower Channel to the Organic Law on Data Protection 3/2018 of December 5 on Data Protection ✓ March 30th 2022 Policy for the Prevention of Money Laundering and Terrorist Financing is approved. 		
3. Professional responsibility								
<ul style="list-style-type: none"> ✓ Spanish Intellectual Property Law 	1,2,3,5,6,7,8,10,23,31,34.	<ul style="list-style-type: none"> ✓ International Scientific advisory board ✓ Intellectual Property & Dissemination guidelines. ✓ Contracts and collaboration agreements. ✓ Polymat's mission, vision, and Values ✓ Endorsement of C&C (Commitment of Founding Partners) 	<ul style="list-style-type: none"> ✓ On 21 December 2017, the Board of Trustees unanimously agreed to approve the organisation and management model - criminal risk prevention manual - designed and prepared for the entity in accordance with article 31 bis, which includes the following documentation, also unanimously approved, including the necessary control measures: <ul style="list-style-type: none"> a/ Code of Ethics. b/ Acceptable use of IT resources policy. c/ Policy for Risk Management of Fraud, Bribery, and Corruption. d/ Ethical- Grievance Channel. e/ Disciplinary regime. ✓ Training and Dissemination to the Staff June 2018 ✓ On March 21st 2019 the Board of Trustees unanimously approved the New Policies of Respect for People and adherence of suppliers to the POLYMAT Compliance model, also agreeing to its implementation and dissemination) ✓ POLYMAT's governing board approved an annual informative report (in 2020, 2021, and 2022) on the review of the compliance system, analyzing the actions carried out each year and those planned for the following year. ✓ On March 25th, 2020, the governing board approved the adaptation of the Code of Ethics and Ethical 	C&C Monitoring Team	2017	<ul style="list-style-type: none"> ✓ December 2017 approved all documents by POLYMAT'S Board (Certificates signed available on request only for the assessor). ✓ Training Sessions about HR Logo and Compliance given to all the Staff June 2018 (Registry Document signed by the Staff available on request only for the assessor). ✓ http://www.polymat.eu/uploads/plan-accion/trainingsessionsip2017.pdf ✓ An Ethical-Grievance Channel created and published on the web site (canaletico@polymat.eu) ✓ http://www.polymat.eu/en/ethical-channel ✓ In 2017, a Compliance Officer Appointed. (Certificates signed available on request only for the assessor). ✓ Compliance documents published on the intranet. 	Completed	
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					2020-2022			
					2019 - 2020 - 2021	<ul style="list-style-type: none"> ✓ March 21st 2019 the Board of Trustees unanimously approved the New Policies of Respect for People and adherence of suppliers to the POLYMAT Compliance 		

			<p>Whistleblower Channel to the Organic Law on Data Protection 3/2018 of December 5 on Data Protection.</p> <ul style="list-style-type: none"> ✓ The governing board approved March 30th 2022 the Policy for the Prevention of Money Laundering and Terrorist Financing. <p>The aforementioned Policy formalizes and expresses Polymat's unwavering commitment to the prevention of money laundering and the financing of terrorism, also expressing its willingness to collaborate with the competent authorities in this matter.</p>		2022	<p>model (Certificates signed available on request only for the assessor).</p> <p>http://www.polymat.eu/uploads/plan-accion/policyonrespectforpeople.pdf</p> <ul style="list-style-type: none"> ✓ Annual reports on the review of the compliance system in 2019, 2020, 2021 https://www.polymat.eu/uploads/paginas_descargas/COMPLIANCE-POLYMAT-2019.pdf https://www.polymat.eu/uploads/paginas_descargas/COMPLIANCE-POLYMAT-2020.pdf https://www.polymat.eu/uploads/paginas_descargas/COMPLIANCE-POLYMAT-2021.pdf ✓ Adaptation of the Code of Ethics and Ethical https://www.polymat.eu/uploads/paginas_descargas/ETIC-CHANNEL-MOD.pdf https://www.polymat.eu/uploads/paginas_descargas/ETIC-CODE-MOD.pdf ✓ Whistleblower Channel to the Organic Law on Data Protection 3/2018 of December 5 on Data Protection ✓ March 30th 2022 Policy for the Prevention of Money Laundering and Terrorist Financing is approved. 	
4. Professional attitude							
	4	<ul style="list-style-type: none"> ✓ Internal working procedures ✓ Polymat Scientific and strategic Plan ✓ Internal communication process. ✓ International Scientific advisory board 	<ul style="list-style-type: none"> ✓ The Polymat Scientific and Strategic Plan presented at the annual Polymat's day to all the staff. ✓ All the Group Leaders are evaluated annually by the Scientific Advisory Board. ✓ All researchers are evaluated by their Group Leaders through meetings and participating in the POLYMAT Seminars. ✓ All researchers are informed about the corporate Compliance model implemented in POLYMAT when they sign the contract . 	C&C Monitoring Team	2017 2018-2022	<ul style="list-style-type: none"> ✓ Polymat's day Event http://www.polymat.eu/en/news-event-details/161 ✓ Scientific Advisory agenda of meetings http://www.polymat.eu/uploads/plan-accion/agendaadboard2015.pdf http://www.polymat.eu/uploads/plan-accion/agendaadboard2016.pdf http://www.polymat.eu/uploads/plan-accion/agendaadboard2017.pdf http://www.polymat.eu/uploads/plan-accion/agendaadvisory2019.pdf ✓ Template document to be signed by the researchers about the fulfilment of the ethical code http://www.polymat.eu/uploads/plan-accion/modelofirmacetico.pdf 	Completed
5. Contractual and legal obligation							
<ul style="list-style-type: none"> ✓ Spanish Intellectual Property Law ✓ Spanish Data Protection Law (LOPD) ✓ Spanish Science Law 	1,2,3,5,6,7,8, 10, 23,31,34.	<ul style="list-style-type: none"> ✓ Intellectual Property & Dissemination guidelines. ✓ Contract clauses ✓ Collaboration agreements ✓ Working procedures 	<ul style="list-style-type: none"> ✓ On 21 December 2017, the Board of Trustees unanimously agreed to approve the organization and management model - criminal risk prevention manual - designed and prepared for the entity in accordance with article 31 bis, which includes the following documentation, also unanimously approved, including the necessary control measures: a/ Code of Ethics. b/ Acceptable use of IT resources policy. 	C&C Monitoring Team	2017	<ul style="list-style-type: none"> ✓ December 2017 approved all documents by POLYMAT'S Board (Certificates signed available on request only for the assessor). ✓ Training Sessions about HR Logo and Compliance given to all the Staff June 2018 (Registry Document signed by the Staff available on request only for the assessor). http://www.polymat.eu/uploads/plan-accion/trainingsessionsip2017.pdf ✓ An Ethical-Grievance Channel created and published on the web site (canaletico@polymat.eu) http://www.polymat.eu/en/ethical-channel 	Completed

<p>✓ Spanish Statute of Worker's rights.</p>		<p>✓ Internal communication process</p>	<p>c/ Policy for Risk Management of Fraud, Bribery and Corruption. d/ Ethical -Grievance Channel. e/ Disciplinary regime.</p> <p>✓ On March 21st 2019 the Board of Trustees unanimously approved the New Policies of Respect for People and adherence of suppliers to the POLYMAT Compliance model, also agreeing its implementation and dissemination)</p> <p>✓ POLYMAT's governing board approved an annual informative report (in 2020, 2021 and 2022) on the review of the compliance system, analyzing the actions carried out each year and those planned for the following year.</p> <p>✓ On March 25th, 2020, the governing body approved the adaptation of the Code of Ethics and Ethical Whistleblower Channel to the Organic Law on Data Protection 3/2018 of December 5 on Data Protection.</p> <p>✓ The governing board approved March 30th 2022the Policy for the Prevention of Money Laundering and Terrorist Financing.</p> <p>The aforementioned Policy formalizes and expresses Polymat's unwavering commitment to the prevention of money laundering and the financing of terrorism, also expressing its willingness to collaborate with the competent authorities in this matter.</p>		<p>2018</p> <p>2019</p> <p>2019 - 2020-2022</p> <p>2020</p> <p>2022</p>	<p>✓ In 2017, a Compliance Officer Appointed. (Certificates signed available on request only for the assessor).</p> <p>✓ Compliance documents published on the intranet. http://www.polymat.eu/uploads/plan-accion/acceptableuseofitresources.pdf http://www.polymat.eu/uploads/plan-accion/codeofethics.pdf http://www.polymat.eu/uploads/plan-accion/crimerskassessmentreport.pdf http://www.polymat.eu/uploads/plan-accion/criminalriskpreventionmanual.pdf http://www.polymat.eu/uploads/plan-accion/ethicschannel.pdf http://www.polymat.eu/uploads/plan-accion/modelofirmaceticico.pdf http://www.polymat.eu/uploads/plan-accion/policyforfraud,briberyandcorruption.pdf</p> <p>✓ March 21st 2019 the Board of Trustees unanimously approved the New Policies of Respect for People and adherence of suppliers to the POLYMAT Compliance model (Certificates signed available on request only for the assessor). http://www.polymat.eu/uploads/plan-accion/policyonrespectforpeople.pdf</p> <p>✓ Annual reports on the review of the compliance system in 2019, 2020,2021 https://www.polymat.eu/uploads/paginas_descargas/COMPLIANCE-POLYMAT-2019.pdf https://www.polymat.eu/uploads/paginas_descargas/COMPLIANCE-POLYMAT-2020.pdf https://www.polymat.eu/uploads/paginas_descargas/COMPLIANCE-POLYMAT-2021.pdf</p> <p>✓ Adaptation of the Code of Ethics and Ethical https://www.polymat.eu/uploads/paginas_descargas/ETIC-CHANNEL-MOD.pdf https://www.polymat.eu/uploads/paginas_descargas/ETIC-CODE-MOD.pdf</p> <p>✓ Whistleblower Channel to the Organic Law on Data Protection 3/2018 of December 5 on Data Protection</p> <p>✓ March 30th 2022 Policy for the Prevention of Money Laundering and Terrorist Financing is approved.</p>	
6. Accountability							
	<p>1,2,3,5,6,7,8,10, 23,31,34.</p>	<p>✓ Polymat's mission, vision & values. ✓ Internal and external audits.</p>	<p>✓ On 21 December 2017, the Board of Trustees unanimously agreed to approve the organization and management model - criminal risk prevention manual - designed and prepared for the entity in accordance with article 31 bis, which includes the following documentation, also unanimously approved, including the necessary control measures: a/ Code of Ethics.</p>	<p>C&C Monitoring Team</p>	<p>2017</p>	<p>✓ December 2017 approved all documents by POLYMAT'S Board (Certificates signed available on request only for the assessor).</p> <p>✓ Training Sessions about HR Logo and Compliance given to all the Staff June 2018 (Registry Document signed by the Staff available on request only for the assessor). http://www.polymat.eu/uploads/plan-accion/trainingsessionsip2017.pdf</p>	<p>Completed</p>

	<ul style="list-style-type: none"> ✓ Internal budget supervision process ✓ Endorsement of C&C (Commitment of Founding Partners) 	<p>b/ Acceptable use of IT resources policy.</p> <p>c/ Policy for Risk Management of ,Fraud, Bribery and Corruption.</p> <p>d/ Ethical-Grievance Channel.</p> <p>e/ Disciplinary regime.</p> <ul style="list-style-type: none"> ✓ ,On March 21st 2019 the Board of Trustees unanimously approved the New Policies of Respect for People and adherence of suppliers to the POLYMAT Compliance mode, also agreeing its implementation and dissemination) ✓ POLYMAT's governing board approved an annual informative report (in 2020, 2021 and 2022) on the review of the compliance system, analyzing the actions carried out each year and those planned for the following year. ✓ On March 25th, 2020, the governing body approved the adaptation of the Code of Ethics and Ethical Whistleblower Channel to the Organic Law on Data Protection 3/2018 of December 5 on Data Protection. ✓ The governing board approved March 30th 2022the Policy for the Prevention of Money Laundering and Terrorist Financing. <p>The aforementioned Policy formalizes and expresses Polymat's unwavering commitment to the prevention of money laundering and the financing of terrorism, also expressing its willingness to collaborate with the competent authorities in this matter.</p>		<p>2018</p> <p>2019</p> <p>2019 - 2020-2022</p> <p>2020</p> <p>2022</p>	<ul style="list-style-type: none"> ✓ An Ethical-Grievance Channel created and websiteed on the web site (canaletico@polymat.eu) http://www.polymat.eu/en/ethical-channel ✓ In 2017, a was compliance officer Appointed. (Certificates signed available on request only for the assessor). ✓ Compliance documents published on the intranet. http://www.polymat.eu/uploads/plan-accion/acceptableuseofitresources.pdf http://www.polymat.eu/uploads/plan-accion/codeofethics.pdf http://www.polymat.eu/uploads/plan-accion/crimerskassessmentreport.pdf http://www.polymat.eu/uploads/plan-accion/criminalriskpreventionmanual.pdf http://www.polymat.eu/uploads/plan-accion/ethicschannel.pdf http://www.polymat.eu/uploads/plan-accion/modelofirmaceticu.pdf http://www.polymat.eu/uploads/plan-accion/policyforfraud,briberyandcorruption.pdf ✓ March 21st 2019 the Board of Trustees unanimously approved the New Policies of Respect for People and adherence of suppliers to the POLYMAT Compliance model (Certificates signed available on request only for the assessor). http://www.polymat.eu/uploads/plan-accion/policyonrespectforpeople.pdf ✓ Annual reports on the review of the compliance system in 2019, 2020,2021 https://www.polymat.eu/uploads/paginas_descargas/COMPLIANCE-POLYMAT-2019.pdf https://www.polymat.eu/uploads/paginas_descargas/COMPLIANCE-POLYMAT-2020.pdf https://www.polymat.eu/uploads/paginas_descargas/COMPLIANCE-POLYMAT-2021.pdf ✓ Adaptation of the Code of Ethics and Ethical https://www.polymat.eu/uploads/paginas_descargas/ETIC-CHANNEL-MOD.pdf https://www.polymat.eu/uploads/paginas_descargas/ETIC-CODE-MOD.pdf ✓ Whistleblower Channel to the Organic Law on Data Protection 3/2018 of December 5 on Data Protection ✓ March 30th 2022 Policy for the Prevention of Money Laundering and Terrorist Financing is approved. 	
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7. Good practice in research

<ul style="list-style-type: none"> ✓ Spanish Intellectual property Law ✓ Spanish Data Protection Law (LOPD) ✓ Spanish Risk Prevention Law 	<p>7</p>	<ul style="list-style-type: none"> ✓ Annual Risk Prevention Plan ✓ Risk lab audits ✓ External advice risk prevention specialist (IMQ). ✓ Intellectual Property protection guideline ✓ Data safe procedure. 	<ul style="list-style-type: none"> ✓ On 21 December 2017, the Board of Trustees unanimously agreed to approve the organization and management model - criminal risk prevention manual - designed and prepared for the entity in accordance with article 31 bis, which includes the following documentation, also unanimously approved, including the necessary control measures: <ul style="list-style-type: none"> a/ Code of Ethics. b/ Acceptable use of IT resources policy. c/ Policy for Risk Management of Fraud, Bribery and Corruption. d/ Ethical-Grievance Channel. e/ Disciplinary regime. ✓ On March 21st 2019 the Board of Trustees unanimously approved the New Policies of Respect for People and adherence of suppliers to the POLYMAT Compliance model, also agreeing its implementation and dissemination) ✓ POLYMAT's governing board approved an annual informative report (in 2020, 2021 and 2022) on the review of the compliance system, analysing the actions carried out each year and those planned for the following year. ✓ On March 25th, 2020, the governing body approved the adaptation of the Code of Ethics and Ethical Whistleblower Channel to the Organic Law on Data Protection 3/2018 of December 5 on Data Protection. ✓ The governing board approved March 30th 2022 the Policy for the Prevention of Money Laundering and Terrorist Financing. <p>The aforementioned Policy formalizes and expresses Polymat's unwavering commitment to the prevention of money laundering and the financing of terrorism, also expressing its willingness to collaborate with the competent authorities in this matter.</p>	<p>C&C Monitoring Team</p>	<p>2017</p> <p>2018</p> <p>2019</p> <p>2020-2022</p> <p>2020</p> <p>2022</p>	<ul style="list-style-type: none"> ✓ December 2017 approved all documents by POLYMAT'S Board (Certificates signed available on request only for the assessor). ✓ Training Sessions about HR Logo and Compliance given to all the Staff June 2018 (Registry Document signed by the Staff available on request only for the assessor). http://www.polymat.eu/uploads/plan-accion/trainingssessionsip2017.pdf ✓ An Ethical-Grievance Channel created and published on the web site (canaletico@polymat.eu) http://www.polymat.eu/en/ethical-channel ✓ In 2017, a Compliance Officer Appointed. (Certificates signed available on request only for the assessor). ✓ Compliance documents published on the intranet. http://www.polymat.eu/uploads/plan-accion/acceptableuseofitresources.pdf http://www.polymat.eu/uploads/plan-accion/codeofethics.pdf http://www.polymat.eu/uploads/plan-accion/crimerskassessmentreport.pdf http://www.polymat.eu/uploads/plan-accion/criminalriskpreventionmanual.pdf http://www.polymat.eu/uploads/plan-accion/ethicschannel.pdf http://www.polymat.eu/uploads/plan-accion/modelofirmacetico.pdf http://www.polymat.eu/uploads/plan-accion/policyforfraud,briberyandcorruption.pdf ✓ March 21st 2019 the Board of Trustees unanimously approved the New Policies of Respect for People and adherence of suppliers to the POLYMAT Compliance model (Certificates signed available on request only for the assessor). http://www.polymat.eu/uploads/plan-accion/policyonrespectforpeople.pdf ✓ Annual reports on the review of the compliance system in 2019, 2020,2021 https://www.polymat.eu/uploads/paginas_descargas/COMPLIANCE-POLYMAT-2019.pdf https://www.polymat.eu/uploads/paginas_descargas/COMPLIANCE-POLYMAT-2020.pdf https://www.polymat.eu/uploads/paginas_descargas/COMPLIANCE-POLYMAT-2021.pdf ✓ Adaptation of the Code of Ethics and Ethical https://www.polymat.eu/uploads/paginas_descargas/ETIC-CHANNEL-MOD.pdf https://www.polymat.eu/uploads/paginas_descargas/ETIC-CODE-MOD.pdf ✓ Whistleblower Channel to the Organic Law on Data Protection 3/2018 of December 5 on Data Protection 	<p>Completed</p>
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						✓ March 30th 2022 Policy for the Prevention of Money Laundering and Terrorist Financing is approved.	
8. Dissemination, exploitation of results							
<ul style="list-style-type: none"> ✓ Spanish Intellectual Property Law ✓ Spanish Data Protection Law (LOPD) 	8	<ul style="list-style-type: none"> ✓ Dissemination guideline ✓ Internal working procedures ✓ Contracts and collaboration agreements 	<ul style="list-style-type: none"> ✓ On 21 December 2017, the Board of Trustees unanimously agreed to approve the organization and management model - criminal risk prevention manual - designed and prepared for the entity in accordance with article 31 bis, which includes the following documentation, also unanimously approved, including the necessary control measures: <ul style="list-style-type: none"> a/ Code of Ethics. b/ Acceptable use of IT resources policy. c/ Policy for Risk Management of Fraud, Bribery and Corruption. d/ Ethical-Grievance Channel. e/ Disciplinary regime. ✓ On March 21st 2019 the Board of Trustees unanimously approved the New Policies of Respect for People and adherence of suppliers to the POLYMAT Compliance model, also agreeing its implementation and dissemination ✓ POLYMAT's governing board approved an annual informative report (in 2020, 2021 and 2022) on the review of the compliance system, analysing the actions carried out each year and those planned for the following year. ✓ On March 25th, 2020, the governing body approved the adaptation of the Code of Ethics and Ethical Whistleblower Channel to the Organic Law on Data Protection 3/2018 of December 5 on Data Protection. ✓ The governing board approved March 30th 2022the Policy for the Prevention of Money Laundering and Terrorist Financing. The aforementioned Policy formalizes and expresses Polymat's unwavering commitment to the prevention of money laundering and the financing of terrorism, also expressing its willingness to collaborate with the competent authorities in this matter. Entities linked to terrorist groups or organizations. 	C&C Monitoring Team	<p>2017</p> <p>2018</p> <p>2019</p> <p>2020 – 2021 - 2022</p> <p>2020</p> <p>2022</p>	<ul style="list-style-type: none"> ✓ December 2017 approved all documents by POLYMAT'S Board (Certificates signed available on request only for the assessor). ✓ Training Sessions about HR Logo and Compliance given to all the Staff June 2018 (Registry Document signed by the Staff available on request only for the assessor). http://www.polymat.eu/uploads/plan-accion/trainingsessionsip2017.pdf ✓ An Ethical-Grievance Channel created and published on the web site (canaletico@hasgivenat.eu) (canaletico@polymat.eu) http://wwinw.polymat.eu/en/ethical-channel ✓ In 2017, a Compliance Officer Appointed. (Certificates signed available on request only for the assessor). ✓ Compliance documents published on the intranet. http://www.polymat.eu/uploads/plan-accion/acceptableuseofitresources.pdf http://www.polymat.eu/uploads/plan-accion/codeofethics.pdf http://www.polymat.eu/uploads/plan-accion/crimerskassessmentreport.pdf http://www.polymat.eu/uploads/plan-accion/criminalriskpreventionmanual.pdf http://www.polymat.eu/uploads/plan-accion/ethicschannel.pdf http://www.polymat.eu/uploads/plan-accion/modelofirmacetico.pdf http://www.polymat.eu/uploads/plan-accion/policyforfraud,briberyandcorruption.pdf ✓ March 21st 2019 the Board of Trustees unanimously approved the New Policies of Respect for People and adherence of suppliers to the POLYMAT Compliance model (Certificates signed available on request only for the assessor). http://www.polymat.eu/uploads/plan-accion/policyonrespectforpeople.pdf ✓ Annual reports on the review of the compliance system in 2019, 2020,2021 https://www.polymat.eu/uploads/paginas_descargas/COMPLIANCE-POLYMAT-2019.pdf https://www.polymat.eu/uploads/paginas_descargas/COMPLIANCE-POLYMAT-2020.pdf https://www.polymat.eu/uploads/paginas_descargas/COMPLIANCE-POLYMAT-2021.pdf 	Completed

9. Public engagement							
	9	<ul style="list-style-type: none"> ✓ Annual Plan of social dissemination activities. ✓ Participation in public administration programs of scientific dissemination to society. ✓ Dissemination system through social networks 	<ul style="list-style-type: none"> ✓ Open policy to encourage participation of researchers at any level. ✓ Polymat weekly seminar series (Every Friday) ✓ Polymat day (Once a Year) ✓ Innovation week participation ✓ Pint Of Science Participation <p>*These types of actions are key in the organization and will have an annual continuity.</p> <ul style="list-style-type: none"> ✓ In 2022, the tenth anniversary of POLYMAT was celebrated. This has allowed organizing an event in which for several days the researchers have disseminated the results of their research to an audience of more than 160 people. ✓ In 2022, we have started to produce videos with interviews with our researchers "Talking with our researchers" in which they disseminate their research to society via our social networks. 	C&C Monitoring Team	2019 2018-2022 2022 2022	<ul style="list-style-type: none"> ✓ Polymat weekly seminar series Program http://www.polymat.eu/uploads/plan-accion/seminariospolymat2019.pdf ✓ Polymat day Event http://www.polymat.eu/uploads/plan-accion/polymatdayagenda2019.pdf http://www.polymat.eu/en/news-event-details/112 http://www.polymat.eu/en/news-event-details/142 http://www.polymat.eu/en/news-event-details/161 ✓ Innovation week Programme http://www.polymat.eu/en/news-event-details/140 http://www.polymat.eu/en/news-event-details/108 ✓ Pint Of Science Programme http://www.polymat.eu/en/news-event-details/43 http://www.polymat.eu/en/news-event-details/96 http://www.polymat.eu/en/news-event-details/175 ✓ POLYMAT 10th Anniversary Conference Program https://www.polymat.eu/uploads/paginas_descargas/POLYMAT-ANNIVERSARY-2022.pdf ✓ Videos with interviews with our researchers "Talking with our researchers" https://youtu.be/GK4SAdNICzM 	Completed
			<ul style="list-style-type: none"> ✓ A video with the actions developed by POLYMAT will be disseminated on social networks. 		2024	<ul style="list-style-type: none"> ✓ Number of people reached 	New action on preparation
10. Non discrimination							
<ul style="list-style-type: none"> ✓ Spanish Statute of Worker's rights. 	1,2,3,5,6,7,8,10,23,31,34.	<ul style="list-style-type: none"> ✓ Endorsement of C&C (Commitment of Founding Partners) 	<ul style="list-style-type: none"> ✓ On 21 December 2017, the Board of Trustees unanimously agreed to approve the organization and management model - criminal risk prevention manual - designed and prepared for the entity in accordance with article 31 bis, which includes the following documentation, also unanimously approved, including the necessary control measures: a/ Code of Ethics. b/ Acceptable use of IT resources policy. c/ Policy for Risk Management of Fraud, Bribery and Corruption. d/ Ethical-Grievance Channel. e/ Disciplinary regime. On March 21st 2019 the Board of Trustees unanimously approved the New Policies of Respect for People and adherence of suppliers to the POLYMAT 	C&C Monitoring Team	2017 2018	<ul style="list-style-type: none"> ✓ December 2017 approved all documents by POLYMAT'S Board (Certificates signed available on request only for the assessor). ✓ Training Sessions about HR Logo and Compliance given to all the Staff June 2018 (Registry Document signed by the Staff available on request only for the assessor). http://www.polymat.eu/uploads/plan-accion/trainingsessionsip2017.pdf ✓ An Ethical-Grievance Channel created and published on the web site (canaletico@polymat.eu) http://www.polymat.eu/en/ethical-channel ✓ In 2017, a Compliance Officer Appointed. (Certificates signed available on request only for the assessor). ✓ Compliance documents published on the intranet. http://www.polymat.eu/uploads/plan-accion/acceptableuseofitresources.pdf http://www.polymat.eu/uploads/plan-accion/codeofethics.pdf 	Completed

			<p>Compliance model, also agreeing its implementation and dissemination</p> <ul style="list-style-type: none"> ✓ POLYMAT's governing board approved an annual informative report (in 2020, 2021 and 2022) on the review of the compliance system, analysing the actions carried out each year and those planned for the following year. ✓ On March 25th, 2020, the governing body approved the adaptation of the Code of Ethics and Ethical Whistleblower Channel to the Organic Law on Data Protection 3/2018 of December 5 on Data Protection. ✓ The governing board approved March 30th 2022 the Policy for the Prevention of Money Laundering and Terrorist Financing. <p>The aforementioned Policy formalizes and expresses Polymat's unwavering commitment to the prevention of money laundering and the financing of terrorism, also expressing its willingness to collaborate with the competent authorities in this matter.</p>		<p>2020 – 2020 - 2021</p> <p>2020</p> <p>2022</p>	<p>http://www.polymat.eu/uploads/plan-accion/crimerskassessmentreport.pdf</p> <p>http://www.polymat.eu/uploads/plan-accion/criminalriskpreventionmanual.pdf</p> <p>http://www.polymat.eu/uploads/plan-accion/ethicschanel.pdf</p> <p>http://www.polymat.eu/uploads/plan-accion/modelofirmaceticico.pdf</p> <p>http://www.polymat.eu/uploads/plan-accion/policyforfraud,bribervandcorruption.pdf</p> <ul style="list-style-type: none"> ✓ March 21st 2019 the Board of Trustees unanimously approved the New Policies of Respect for People and adherence of suppliers to the POLYMAT Compliance model (Certificates signed available on request only for the assessor). <p>http://www.polymat.eu/uploads/plan-accion/policyonrespectforpeople.pdf</p>	
11. Evaluation/ appraisal systems							
	11	<ul style="list-style-type: none"> ✓ Continuous supervision working process ✓ Management team and Group Leader role 	<ul style="list-style-type: none"> ✓ All the Group Leaders present their research and are evaluated annually by the Scientific Advisory Board. ✓ All researchers are evaluated by their Group Leaders through meetings and participating in the POLYMAT Seminars ✓ All researchers have a personal account in Polymat's scientific production e-tool (IFUNDANET) in order to register their scientific research (publications, books, invited lectures, patents, projects...) that is evaluated by their group leaders. ✓ Specific training for group leaders regarding management and coaching skills in order to reinforce the Group Leader Role has been organized in 2021 and 2022. 	C&C Monitoring Team	<p>2018-2022</p> <p>2019</p> <p>2021-2023</p>	<ul style="list-style-type: none"> ✓ Scientific Advisory Board Agendas (agendas available on request only for the assessor) ✓ Polymat seminars programme http://www.polymat.eu/uploads/plan-accion/seminariospolymat2019.pdf ✓ Polymat's scientific production e-tool (IFUNDANET) http://www.polymat.eu/uploads/plan-accion/polymatifundamet.jpg ✓ Leadership Skills Training and Coaching Program by Nerea Urcola for Group leaders and Senior Researchers (2021 and 2022). https://www.polymat.eu/uploads/paginas_descargas/LEADERSHIP-TRAINING-2021.pdf https://www.polymat.eu/uploads/paginas_descargas/COMMUNICATION-TRAINING-2023.pdf 	In Progress

II. Recruitment

Relevant Legislation / Category C&C	C&C Principles	Existing Institutional rules and/or practices	Actions implemented & required	Responsible	Implementation Due date	Indicators/evidence	Status
12. Recruitment							
	12	<ul style="list-style-type: none"> ✓ Endorsement of C&C (Commitment of Founding Partners) and Code of Conduct. 	<ul style="list-style-type: none"> ✓ POLYMAT OTM-R Policy implemented. Position Call ads will be generated for each selection process. They will include all the relevant data and requirements of the post and will be posted in different links (including Euraxess) and social networks. 	C&C Monitoring Team	2018	<ul style="list-style-type: none"> ✓ POLYMAT OTM-R Policy http://www.polymat.eu/uploads/plan-accion/Polymat-OTMR-Policy.pdf http://www.polymat.eu/uploads/plan-accion/politicaotmrpolymat.pdf ✓ Position Call fiches http://www.polymat.eu/uploads/plan-accion/phdfichetemplante.pdf http://www.polymat.eu/uploads/plan-accion/postdocfichetemplante.pdf http://ec.europa.eu/euraxess/index.cfm/jobs/index 	Completed
13. Recruitment (Code)							
	13	<ul style="list-style-type: none"> ✓ Recruitment process ✓ Endorsement of C&C and Code of Conduct (Commitment of Founding Partners). 	<ul style="list-style-type: none"> ✓ POLYMAT OTM-R in place ✓ Existing database 	C&C Monitoring Team	2019 2020-2022	<ul style="list-style-type: none"> ✓ POLYMAT OTM-R in place http://www.polymat.eu/uploads/plan-accion/polymatotmrpolymat.pdf http://www.polymat.eu/uploads/plan-accion/politicaotmrpolymat.pdf ✓ Existing database. (Recruitment excel data distinguishing male and female candidates available on request only for the assessor). 	Completed
14. Selection (Code)							
	14	<ul style="list-style-type: none"> ✓ Recruitment process ✓ Endorsement of C&C and Code of Conduct (Commitment of Founding Partners). 	<ul style="list-style-type: none"> ✓ POLYMAT OTM-R Policy in place. The selection Committees have an adequate gender balance and at least will be formed by three members. ✓ Polymat's welcome guide is sent by email to all the new foreign employees. 	C&C Monitoring Team	2018 2019 2020-2022	<ul style="list-style-type: none"> ✓ PhD Job offer fiche template http://www.polymat.eu/uploads/plan-accion/phdfichetemplante.pdf ✓ Post-doc Job offer fiche template http://www.polymat.eu/uploads/plan-accion/postdocfichetemplante.pdf ✓ Selection Committee's Template Report http://www.polymat.eu/uploads/plan-accion/modeloinformeprosodeseleccion.pdf http://www.polymat.eu/uploads/plan-accion/polymatotmrpolymat.pdf http://www.polymat.eu/uploads/plan-accion/politicaotmrpolymat.pdf 	Completed
15. Transparency (Code)							
	15	<ul style="list-style-type: none"> ✓ Recruitment process ✓ Endorsement of C&C and Code of Conduct (Commitment of Founding Partners). 	<ul style="list-style-type: none"> ✓ POLYMAT OTM-R in place. The selection Committees have an adequate gender balance and at least will be formed by three members. ✓ Polymat's welcome guide is sent by email to all the new foreign employees. ✓ POLYMAT OTM-R policy about selection processes is published in POLYMAT Webpage 	C&C Monitoring Team	2019 2019	<ul style="list-style-type: none"> ✓ PhD Job offer fiche template http://www.polymat.eu/uploads/plan-accion/phdfichetemplante.pdf ✓ Post-doc Job offer fiche template http://www.polymat.eu/uploads/plan-accion/postdocfichetemplante.pdf ✓ Selection Committee's Template Report http://www.polymat.eu/uploads/plan-accion/modeloinformeprosodeseleccion.pdf ✓ POLYMAT Welcome guide 	In progress

						http://www.polymat.eu/uploads/plan-accion/welcomeguide.pdf http://www.polymat.eu/uploads/plan-accion/polymatotmrpolicy.pdf http://www.polymat.eu/uploads/plan-accion/politicaotmrpolymat.pdf ✓ POLYMAT OTM-R policy published in the website https://www.polymat.eu/uploads/plan-accion/Polymat-OTMR-Policy.pdf	
		✓	✓ Feedback to candidates should be put in place.		2023-2025	✓ Emails offering Feedback to candidates	
16. Judging merit (Code)							
	16	✓ Recruitment process ✓ Endorsement of C&C (Commitment of Founding Partners).	✓ The selection Committee evaluates the whole range of experience of the candidates, their potential, creativity and level of independence. ✓ POLYMAT OTM-R in place. The selection Committees has an adequate gender balance and at least will be formed by three members.	C&C Monitoring Team	2018 2019	✓ Selection Committee's Template Report http://www.polymat.eu/uploads/plan-accion/selectioncommitteeereport.pdf http://www.polymat.eu/uploads/plan-accion/polymatotmrpolicy.pdf http://www.polymat.eu/uploads/plan-accion/politicaotmrpolymat.pdf	Completed
18. Recognition of mobility experience (Code)							
	18	✓ Recruitment process ✓ Endorsement of C&C (Commitment of Founding Partners).	✓ The selection Committee evaluates the whole range of experience of the candidates, mobility experience, their potential, creativity and level of independence. ✓ POLYMAT OTM-R in place. The selection Committees has an adequate gender balance and at least will be formed by three members.	C&C Monitoring Team	2018 2019	✓ Selection Committee's Template Report http://www.polymat.eu/uploads/plan-accion/modeloinformeprosodeseleccion.pdf http://www.polymat.eu/uploads/plan-accion/polymatotmrpolicy.pdf http://www.polymat.eu/uploads/plan-accion/politicaotmrpolymat.pdf	Completed
21. Postdoctoral appointments (Code)							
	21	✓ Recruitment process ✓ Endorsement of C&C (Commitment of Founding Partners).	✓ POLYMAT OTM-R in place. The selection Committees has an adequate gender balance and at least will be formed by three members. ✓ Position Call ad will be generated for each selection process. They will include all the relevant data and requirements of the post and will be posted in different links (included Euraxess) and social networks. ✓ The selection Committee evaluates the whole range of experience of the candidates, their potential, creativity and level of independence ✓ R2 Researchers have already responsibilities concerning PhD students, participation in European projects...In any case; Improvement of their skills can be developed. ✓ May 2021 Research career event to be shared with researchers regarding future career possibilities was delivered by Doctors Sandra Camarero and Irune Villaluenga.	C&C Monitoring Team	2019 2019 2019 2020-2022 2021	✓ Selection Committee's Template Report http://www.polymat.eu/uploads/plan-accion/modeloinformeprosodeseleccion.pdf http://www.polymat.eu/uploads/plan-accion/polymatotmrpolicy.pdf http://www.polymat.eu/uploads/plan-accion/politicaotmrpolymat.pdf Marie Curie https://www.repol-eid.eu/organizations-participants https://ionbike-rise.eu/ https://www.rise-biodesit.eu/ https://www.polymat.eu/uploads/openpositions/pdf/polymat_website_cinema_project_final.pdf https://www.polymat.eu/uploads/paginas_descargas/RESEARCH-CAREERS-EVENT.pdf	In progress

III. Working conditions and social security

Relevant Legislation / Category C&C	C&C Principles	Existing Institutional rules and/or practices	Actions required	Responsible	Implementation Due date	Indicators/evidence	Status
22. Recognition of the profession							
✓ Spanish Statute of Worker's rights.	22	<ul style="list-style-type: none"> ✓ Endorsement of C&C (Commitment of Founding Partners). ✓ Polymat's mission, vision 	<ul style="list-style-type: none"> ✓ On 21 December 2017, the Board of Trustees unanimously agreed to approve the organisation and management model - criminal risk prevention manual - designed and prepared for the entity in accordance with article 31 bis, which includes the following documentation, also unanimously approved, including the necessary control measures: <ul style="list-style-type: none"> a/ Code of Ethics. b/ Acceptable use of IT resources policy. c/ Policy for Risk Management of Fraud, Bribery and Corruption. d/ Ethical- Grievance Channel. e/ Disciplinary regime. ✓ Training and Dissemination to the Staff June 2018. ✓ On March 21st 2019 the Board of Trustees unanimously approved the New Policies of Respect for People and adherence of suppliers to the POLYMAT Compliance model, also agreeing its implementation and dissemination) ✓ POLYMAT's governing board approved an annual informative report (in 2019, 2020 and 2021) on the review of the compliance system, analysing the actions carried out each year and those planned for the following year. ✓ On March 25th, 2020, the governing body approved the adaptation of the Code of Ethics and Ethical Whistleblower Channel to the Organic Law on Data Protection 3/2018 of December 5 on Data Protection. ✓ The governing board approved March 30th 2022the Policy for the Prevention of Money Laundering and Terrorist Financing. The aforementioned Policy formalizes and expresses Polymat's unwavering commitment to the prevention of money laundering and the financing of terrorism, also expressing its willingness to collaborate with the competent authorities in this matter. 	C&C Monitoring Team	<p>2017</p> <p>2018</p> <p>2019</p> <p>2019 - 2020 - 2021</p> <p>2020</p> <p>2022</p>	<ul style="list-style-type: none"> ✓ December 2017 approved all documents by POLYMAT'S Board (Certificates signed available on request only for the assessor). ✓ Training Sessions about HR Logo and Compliance given to all the Staff June 2018 (Registry Document signed by the Staff available on request only for the assessor). http://www.polymat.eu/uploads/plan-accion/trainingsessionsip2017.pdf ✓ An Ethical-Grievance Channel created and published on the web site (canaletico@polymat.eu) http://www.polymat.eu/en/ethical-channel ✓ In 2017, a Compliance Officer Appointed. (Certificates signed available on request only for the assessor). ✓ Compliance documents published on the intranet. http://www.polymat.eu/uploads/plan-accion/acceptableuseofitresources.pdf http://www.polymat.eu/uploads/plan-accion/codeofethics.pdf http://www.polymat.eu/uploads/plan-accion/crimerskassessmentreport.pdf http://www.polymat.eu/uploads/plan-accion/criminalriskpreventionmanual.pdf http://www.polymat.eu/uploads/plan-accion/ethicschanel.pdf http://www.polymat.eu/uploads/plan-accion/modelofirmacetico.pdf http://www.polymat.eu/uploads/plan-accion/policyforfraud,briberyandcorruption.pdf ✓ March 21st 2019 the Board of Trustees unanimously approved the New Policies of Respect for People and adherence of suppliers to the POLYMAT Compliance model (Certificates signed available on request only for the assessor). http://www.polymat.eu/uploads/plan-accion/policyonrespectforpeople.pdf 	Completed

23. Research environment							
✓ Spanish Risk Prevention Law		<ul style="list-style-type: none"> ✓ Polymat's mission, vision & values ✓ Annual Risk Prevention Plan ✓ Risk lab audits ✓ External specialized risk prevention advice (IMQ) ✓ Facilities maintenance Plan ✓ Polymat's mission, vision & values 	<ul style="list-style-type: none"> ✓ On 21 December 2017, the Board of Trustees unanimously agreed to approve the organization and management model - criminal risk prevention manual - designed and prepared for the entity in accordance with article 31 bis, which includes the following documentation, also unanimously approved, including the necessary control measures: <ul style="list-style-type: none"> a/ Code of Ethics. b/ Acceptable use of IT resources policy. c/ Policy for Risk Management of Fraud, Bribery and Corruption. d/ Ethical-Grievance Channel. e/ Disciplinary regime. ✓ On March 21st 2019 the Board of Trustees unanimously approved the New Policies of Respect for People and adherence of suppliers to the POLYMAT Compliance model, also agreeing its implementation and dissemination ✓ POLYMAT's governing board approved an annual informative report (in 2020, 2021 and 2022) on the review of the compliance system, analysing the actions carried out each year and those planned for the following year. ✓ On March 25th, 2020, the governing body approved the adaptation of the Code of Ethics and Ethical Whistleblower Channel to the Organic Law on Data Protection 3/2018 of December 5 on Data Protection. ✓ The governing board approved March 30th 2022 the Policy for the Prevention of Money Laundering and Terrorist Financing. The aforementioned Policy formalizes and expresses Polymat's unwavering commitment to the prevention of money laundering and the financing of terrorism, also expressing its willingness to collaborate with the competent authorities in this matter. 	C&C Monitoring Team	2017 2018 2019 2020 – 2021 - 2022 2020 2022	<ul style="list-style-type: none"> ✓ December 2017 approved all documents by POLYMAT'S Board (Certificates signed available on request only for the assessor). ✓ Training Sessions about HR Logo and Compliance given to all the Staff June 2018 (Registry Document signed by the Staff available on request only for the assessor). http://www.polymat.eu/uploads/plan-accion/trainingsessionsip2017.pdf ✓ An Ethical-Grievance Channel created and published on the web site (canaletico@polymat.eu) http://www.polymat.eu/en/ethical-channel ✓ In 2017, a Compliance Officer Appointed. (Certificates signed available on request only for the assessor). ✓ Compliance documents published on the intranet. http://www.polymat.eu/uploads/plan-accion/acceptableuseofitresources.pdf http://www.polymat.eu/uploads/plan-accion/codeofethics.pdf http://www.polymat.eu/uploads/plan-accion/crimerskassessmentreport.pdf http://www.polymat.eu/uploads/plan-accion/criminalriskpreventionmanual.pdf http://www.polymat.eu/uploads/plan-accion/ethicschannel.pdf http://www.polymat.eu/uploads/plan-accion/modelofirmacetico.pdf http://www.polymat.eu/uploads/plan-accion/policyforfraud.briberyandcorruption.pdf ✓ March 21st 2019 the Board of Trustees unanimously approved the New Policies of Respect for People and adherence of suppliers to the POLYMAT Compliance model (Certificates signed available on request only for the assessor). http://www.polymat.eu/uploads/plan-accion/policyonrespectforpeople.pdf 	Completed
24. Working conditions							
✓ Spanish Statute of Worker's rights.	24	<ul style="list-style-type: none"> ✓ Reduction working hour's option due to child care. 	<ul style="list-style-type: none"> ✓ Gender Equality Committee created ✓ Conciliations measures reanalyzed and input given to researchers 	C&C Monitoring Team Gender Equality Committee	2020 2023	<ul style="list-style-type: none"> ✓ Gender Equality meetings (Minutes report) (Minutes report available on request only for the assessor) ✓ List of conciliations measures http://www.polymat.eu/uploads/plan-accion/Anexo_inventario_medidas_BK.pdf 	In Progress

		✓ Permission days due to child or relative's illness.						
26. Funding and salaries								
✓ Spanish Science Law	26	✓ Internal guide on social security, health insurances and taxes.	<ul style="list-style-type: none"> ✓ Funding and salaries are regulated within the POLYMAT Corporate Compliance System. National existing legislation is applied. ✓ Researchers of all career stages enjoy fair conditions of salaries with adequate and equitable social security provisions ✓ Polymat salaries are adapted to the new legislation referred to Early Stage researchers. 	C&C Monitoring Team	2019	<ul style="list-style-type: none"> ✓ " National funding legislation" https://www.boe.es/buscar/pdf/2015/BOE-A-2015-11430-consolidado.pdf ✓ Researchers payslips (The payrolls are filed in our Enterprise Resource Planning (ERP)). ✓ The researchers can access to their payslips with their personal login through the ERP intranet. ✓ POLYMAT Corporate Compliance System http://www.polymat.eu/uploads/plan-accion/acceptableuseofresources.pdf http://www.polymat.eu/uploads/plan-accion/codeofethics.pdf http://www.polymat.eu/uploads/plan-accion/crimerskassessmentreport.pdf http://www.polymat.eu/uploads/plan-accion/criminalriskpreventionmanual.pdf http://www.polymat.eu/uploads/plan-accion/ethicschanel.pdf http://www.polymat.eu/uploads/plan-accion/modelofirmacetico.pdf http://www.polymat.eu/uploads/plan-accion/policyforfraud.briberyandcorruption.pdf http://www.polymat.eu/uploads/plan- action/policyonrespectforpeople.pdf 	Completed	
✓ Spanish Statute of Worker's rights.					2019			
✓ University (UPV/EHU) and Ikerbasque salary regulation					2019			
27. Gender balance								
	27	✓ Endorsement of C&C (Commitment of Founding Partners).	<ul style="list-style-type: none"> ✓ We have created "Emakiker" Grant for senior researchers. We've launched a call every year (from 2018 to 2022) ✓ We have received Mutualia Gender Equality Award for the "Emakiker" Call 2018 ✓ A Gender Equality Committee was launched in December 2018, in order to address the Gender Equality Plan that it was planned in the POLYMAT 2018-2021 Strategic Plan. ✓ Conciliation measures analysed ✓ At 2018 Polymat's day programme visiting female scientists was significantly increased. ✓ Selection Committees from 2019 have an adequate gender balance and at least are formed by three members. ✓ In July 2021 a "Senior to Junior Women Mentoring" was delivered by Professors Maria Forsyth and Maria Paulis to implement a knowledge transfer methodology by establishing a senior to Junior Women Mentoring. ✓ A Gender Equality Plan was developed and approved by the Government Board. 	C&C Monitoring Team and Group Leaders	2018-2025	<ul style="list-style-type: none"> ✓ "Emakiker" Grant for Women senior researchers (2018, 2019, 2020, 2021 and 2022) http://www.polymat.eu/en/news-event-details/147 http://www.polymat.eu/en/news-event-details/164 ✓ Mutualia Gender Equality Prize http://www.polymat.eu/en/news-event-details/159 ✓ Minutes of Gender Equality Committee meetings (Committee meeting minutes available on request only for the assessor) ✓ 2018-2022 Polymat Day's Event http://www.polymat.eu/en/news-event-details/161 http://www.polymat.eu/uploads/plan-accion/polymatdayagenda2019.pdf ✓ Gender Equality Analysis and Action Plan Proposal (Erantzunkinde) (Document available on request only for the assessor) ✓ Conciliation Measures proposal 	In progress	
					2018			
					2018			
					2019			
					2018			
					2019			
					2021			
					2021			

		<ul style="list-style-type: none"> ✓ POLYMAT has coordinated with the Nanogune center the women's scientific program "Emakumeak Zientzian/Women in Science" in which 17 research centers of San Sebastian are involved. The aim of the program is to encourage girls' scientific vocations and to make the scientific work of women scientists more visible. The program has received in 2022 the first prize of the Basque Government and the special mention in gender equality and special recognition to innovation by San Sebastian Council. ✓ 2020 Aspegi Prize (Executive) and UUPRIZE2022 "Inspiring Leaders in the Digital Era" (Gender Equality) received by POLYMAT General Manager ✓ The center is involved in the local councils' initiative "Erantzunkide Sarea" (link not available in the English version of the website) which is an HR Award style improvement process oriented towards gender and other types of equality processes and conciliation and flexibility measures to facilitate professional and personal life balance. 		<p>2021-2022</p> <p>2020-2022</p> <p>2018-2025</p>	<p>http://www.polymat.eu/uploads/plan-accion/Anexo_Inventario_medidas_BK.pdf</p> <ul style="list-style-type: none"> ✓ Gender Equality in the POLYMAT website. https://polymat.eu/uploads/paginas_descargas/polymat_gep_english.pdf ✓ "Emakumeak Zientzian/Women in Science" program and Basque Government Prize https://polymat.eu/en/news-event-details/331 ✓ 2020 Aspegi Prize and 2022 UUPRIZE (Gender Equality Prize) https://www.polymat.eu/uploads/paginas_descargas/ASPEGI-PRIZE.pdf 		
		A protocol for the prevention of workplace harassment will be drafted and courses on the prevention of workplace harassment will be given.		2023	<ul style="list-style-type: none"> ✓ Prevention of workplace harassment protocol ✓ Number of harassment protocol courses 	New action in Preparation	
		Mentoring sessions will be held annually for senior to junior women scientists.		2023-2025	<ul style="list-style-type: none"> ✓ Number of mentoring sessions 	New action on Preparation	
28. Career development							
	28	<ul style="list-style-type: none"> ✓ Annual Training activities. ✓ Group Leaders role as people developers. ✓ Polymat's values relative to commitment in people development <p>Endorsement of C&C (Commitment of Founding Partners).</p>	<ul style="list-style-type: none"> ✓ R2 Researchers have already responsibilities concerning PhD students, participation in European projects...In any case; Improvement of their skills can be developed. ✓ May 2021 Research career event to be shared with researchers regarding future career possibilities was delivered by Doctors Sandra Camarero and Irune Villaluenga. ✓ Specific training for group leaders regarding management and coaching skills in order to reinforce the Group leader Role has been organized in 2021 and 2022. ✓ POLYMAT has acquired in 2022 a new specific human resources software module that will allow a better overall management of the scientific careers of researchers, both for managers and researchers themselves. 	C&C Monitoring Team	<p>2021-2022</p> <p>2020-2022</p> <p>2021</p> <p>2021-2022</p> <p>2022</p>	<ul style="list-style-type: none"> ✓ Training Courses ✓ Future career possibilities program delivered by Doctors Sandra Camarero and Irune Villaluenga. https://www.polymat.eu/uploads/paginas_descargas/RESEARCH-CAREERS-EVENT.pdf ✓ Leadership Skills Training and Coaching Program by Nerea Urcola for Group leaders (2021 and 2022). https://www.polymat.eu/uploads/paginas_descargas/LEADERSHIP-TRAINING-2021.pdf ✓ New specific human resources software acquired in 2022 https://www.polymat.eu/uploads/paginas_descargas/MODULO-RECURSOS-HUMANOS.pdf 	In Progress

		✓	✓ It is important for researchers to use innovative digital tools that will allow them to advance their research, so several Blender courses for graphical scientific design will be given.	C&C Monitoring Team	2023-2024	✓ Number of Digital computer courses (Blender)	New action in Preparation
29. Value of mobility							
	29	<ul style="list-style-type: none"> ✓ Group Leader roll as a career developer. ✓ Stays programs ✓ Polymat's mission, vision & values. ✓ Endorsement of C&C (Commitment of Founding Partners). 	<ul style="list-style-type: none"> ✓ The Group leaders promote the Marie Sklodowska Curie Rise participation in order to enhance mobility. ✓ Stays Programs to Deakin University (Australia) have been developed 	C&C Monitoring Team	2019 2020-2022	<ul style="list-style-type: none"> ✓ International Cotutelle Thesis ✓ the Marie Sklodowska Curie Rise Agreements ✓ Deakin University Agreement ✓ Agreement with Universidad Simon Bolívar ✓ Agreement with Stellenbosch University (South Africa) ✓ Agreement with University of Beijing (China) ✓ Agreement with "Instituto de Desarrollo Tecnológico para la Industria Química (Universidad Nacional del Litoral and CONICET), Argentina <p>(All the agreements are available on request only for the assessor).</p>	Completed
30. Access to career advice							
		<ul style="list-style-type: none"> ✓ Group Leaders role as Career developers and advisors. ✓ Polymat's mission, vision & values 	<ul style="list-style-type: none"> ✓ Internal communications process for Dissemination of job opportunities is established and it is promoted through internal emails* ✓ POLYMAT also encouraged the researchers in order to participate at the REBECA mentoring program for researchers willing to explore professional alternatives with mentors working beyond academia ✓ In 2021 A LinkedIn group for POLYMAT Alumni was launched. ✓ In 2022 an Alumni Network has been developed. ✓ External training on Job search and selection processes focused to enterprises 	C&C Monitoring Team	2021 2021 2022 2023	<ul style="list-style-type: none"> ✓ Internal emails communicating job opportunities (example) http://www.polymat.eu/uploads/plan-accion/Mails_empresas.pdf ✓ Email informing about the REBECA mentoring program http://www.polymat.eu/uploads/plan-accion/rebeca.pdf https://www.linkedin.com/groups/12484987/ <p>Number of courses on job search</p>	In Progress
31. Intellectual Property Rights							
<ul style="list-style-type: none"> ✓ Spanish Intellectual Property Law ✓ Spanish Data Protection Law (LOPD) 	31	<ul style="list-style-type: none"> ✓ Intellectual Property protection guideline. ✓ Contract clauses ✓ Collaboration agreements 	<ul style="list-style-type: none"> ✓ On 21 December 2017, the Board of Trustees unanimously agreed to approve the organization and management model - criminal risk prevention manual - designed and prepared for the entity in accordance with article 31 bis, which includes the following documentation, also unanimously approved, including the necessary control measures: a/ Code of Ethics. 	C&C Monitoring Team	2018	<ul style="list-style-type: none"> ✓ University IPR Training Courses https://www.ehu.es/es/web/enpresa/patenteak ✓ December 2017 approved all documents by POLYMAT'S Board (Certificates signed available on request only for the assessor). ✓ Training Sessions about HR Logo and Compliance given to all the Staff June 2018 (Registry Document signed by the Staff available on request only for the assessor). 	

			<p>b/ Acceptable use of IT resources policy.</p> <p>c/ Policy for Risk Management of Fraud, Bribery and Corruption.</p> <p>d/ Ethical-Grievance Channel.</p> <p>e/ Disciplinary regime.</p> <p>✓ On March 21st 2019 the Board of Trustees unanimously approved the New Policies of Respect for People and adherence of suppliers to the POLYMAT Compliance model, also agreeing its implementation and dissemination</p>		2019	<p>http://www.polymat.eu/uploads/plan-accion/trainingsessionsof2017.pdf</p> <p>✓ An Ethical-Grievance Channel created and published on the web site (canaletico@polymat.eu)</p> <p>http://www.polymat.eu/en/ethical-channel</p> <p>✓ A Compliance Officer Appointed.(Certificates signed available on request only for the assessor).</p> <p>✓ Compliance documents published on the intranet</p> <p>http://www.polymat.eu/uploads/plan-accion/acceptableuseofitresources.pdf</p> <p>http://www.polymat.eu/uploads/plan-accion/codeofethics.pdf</p> <p>http://www.polymat.eu/uploads/plan-accion/crimerskassessmentreport.pdf</p> <p>http://www.polymat.eu/uploads/plan-accion/criminalriskpreventionmanual.pdf</p> <p>http://www.polymat.eu/uploads/plan-accion/ethicschannel.pdf</p> <p>http://www.polymat.eu/uploads/plan-accion/modelofirmaceticio.pdf</p> <p>http://www.polymat.eu/uploads/plan-accion/policyforfraud,briberyandcorruption.pdf</p> <p>http://www.polymat.eu/uploads/plan-accion/policyonrespectforpeople.pdf</p>	In progress
			<p>✓ Training in general aspects such as IPR organized within an entrepreneurship international program (HEI Call)</p>	C&C Monitoring Team	2024	<p>✓ Number of IPR courses</p>	New Action on Preparation
33. Teaching							
	33	<p>✓ Endorsement of C&C (Commitment of Founding Partners).</p> <p>✓ Polymat's mission, vision & values</p>	<p>✓ More development on Scientific Internal training program opportunities</p> <p>✓ Periodically POLYMAT organizes training regarding "How to make presentations" that are tested in the weekly seminars.</p> <p>✓ Researchers are involved in Master Program teaching.</p>	C&C Monitoring Team	2019	<p>✓ Polymat weekly seminar series program</p> <p>http://www.polymat.eu/uploads/plan-accion/seminariospolymat2019.pdf</p> <p>✓ Polymat's day program</p> <p>http://www.polymat.eu/uploads/plan-accion/polymatdayagenda2018.pdf</p> <p>✓ Master program teaching</p> <p>https://www.ehu.es/es/web/master/master-quimica-polimeros</p>	In progress
			<p>✓ Best practice teaching seminars will be organized so that senior researchers can transfer their knowledge to junior researchers.</p>	C&C Monitoring Team	2024-2025	<p>✓ Number of Best Practice Teaching seminars</p>	New Action on Preparation
			<p>✓ In response to the survey, the access of researchers to the polymer degree and master's degree offered at the University of the Basque Country will be facilitated.</p>	C&C Monitoring Team	2023-2025	<p>✓ Number of courses attended</p>	New Action on Preparation
34. Complains/ appeals							
✓ Spanish Risk Prevention Law related to	34	<p>✓ Annual risk prevention plan</p> <p>✓ External advice risk</p>	<p>✓ On 21 December 2017, the Board of Trustees unanimously agreed to approve the organization and management model - criminal risk prevention manual - designed and prepared for the entity in accordance with article 31 bis, which includes the following</p>	C&C Monitoring Team	2018	<p>✓ Grievance and Solve Conflict procedure</p> <p>http://www.polymat.eu/uploads/plan-accion/ethicschannel.pdf</p> <p>✓ Ethical Channel created</p> <p>http://www.polymat.eu/en/ethical-channel</p>	

psychosocial risks		<p>prevention specialist (IMQ).</p> <ul style="list-style-type: none"> ✓ Endorsement of C&C (Commitment of Founding Partners). 	<p>documentation, also unanimously approved, including the necessary control measures:</p> <p>a/ Code of Ethics.</p> <p>b/ Acceptable use of IT resources policy.</p> <p>c/ Policy for Risk Management of Fraud, Bribery and Corruption.</p> <p>d/ Ethical-Grievance Channel.</p> <p>e/ Disciplinary regime.</p> <ul style="list-style-type: none"> ✓ On March 21st 2019 the Board of Trustees unanimously approved the New Policies of Respect for People and adherence of suppliers to the POLYMAT Compliance model, also agreeing its implementation and dissemination ✓ On March 25th, 2020, the governing board approved the adaptation of the Code of Ethics and Ethical Whistleblower Channel to the Organic Law on Data Protection 3/2018 of December 5 on Data Protection. 		2020	<ul style="list-style-type: none"> ✓ New Policies of Respect for People http://www.polymat.eu/uploads/plan-accion/policyonrespectforpeople.pdf ✓ Risk Prevention Annual Plan http://www.polymat.eu/uploads/plan-accion/201904riskpreventionmemoriamualberc.pdf 	In Progress
✓		✓	<ul style="list-style-type: none"> ✓ Increased dissemination of the whistleblower channel throughout the year by email and in meetings or focus groups. Give a talk on HR4RS at the Polymat day. 		2023-2025	<ul style="list-style-type: none"> ✓ Number of emails and talks in HR4RS 	New Action on Preparation
35. Participation in decision-making bodies							
		<ul style="list-style-type: none"> ✓ Group Leaders role as representatives of teams' needs. ✓ Open door communication philosophy. ✓ Endorsement of C&C (Commitment of Founding Partners). 	<ul style="list-style-type: none"> ✓ Formalized the internal communication process for general decisions regulated in the Corporate Compliance System documents: Ethical Code, Ethical Channel procedure. ✓ 2018: C&C Monitoring Team created (R1,R2,R3 y R4 represented within the committee) ✓ 2019: Gender Equality Committee created (R1,R2,R3 y R4 represented within the committee) ✓ 2019: HR Action Plan evaluation Focus Group organized: (R1,R2,R3 y R4 represented within the committee) ✓ October 2019: Survey for Polymat researchers related to 40 C&C principles ✓ December 2022: Survey for Polymat researchers related to 40 C&C principles ✓ Action Plan evaluation Focus Group organized: (R1,R2,R3 y R4 represented within the Working Group) 	C&C Monitoring Team	2019 2018 2019 2019 2022 2023	<ul style="list-style-type: none"> ✓ Charter and Code Monitoring Team (Meeting minutes are available on request only for the assessor). ✓ Focus Group meeting minutes regarding Polymat HRS4R execution plan. ✓ (Meeting minutes are available on request only for the assessor) ✓ Survey Template for Polymat researchers related to 40 C&C principles https://docs.google.com/forms/d/e/1FAIpQLScXqSsJPggp1qxyINckDxIZnZNRfIaESBkAmo9Q_nwIBJ_hA/viewform?c=0&w=1 ✓ Gender Equality Committee (meeting minutes are available on request only for the assessor). https://www.polymat.eu/uploads/paginas_descargas/HR-EXCELLENCE-PRESENTACION.pdf 	In progress

IV. Training

Relevant Legislation / Category C&C	C&C Principles	Existing Institutional rules and/or practices	Actions required	Responsible	Implementation Due date	Indicators/evidence	Status
37. Supervision and managerial duties							
		<ul style="list-style-type: none"> ✓ Group Leader role related to Project management and careers developers ✓ Polymat's mission, vision & values ✓ Endorsement of C&C (Commitment of Founding Partners). 	<ul style="list-style-type: none"> ✓ In May 2021 Research career event to be shared with researchers regarding future career possibilities was delivered by Doctors Sandra Camarero and Irune Villaluenga. ✓ Specific training for group leaders regarding management and coaching skills in order to reinforce the Group Leader Role has been organized in 2021 and 2022. ✓ In September 2022 "How to make presentations" seminar delivered by Doctor Jessica Dessport was delivered to R1-R2 researchers. ✓ In January 2023 "How to communicate effectively in the working groups" was delivered to R2-R4" 	C&C Monitoring Team	<p>2020</p> <p>2021-2022</p> <p>2022</p> <p>2023</p>	<ul style="list-style-type: none"> ✓ Training courses and Coaching sessions ✓ Leadership Skills Training and Coaching Program by Nerea Urcola for Group leaders (2021 and 2022). https://www.polymat.eu/uploads/paginas_descargas/LEADERSHIP-TRAINING-2021.pdf How to make presentations" seminar Program https://www.polymat.eu/uploads/paginas_descargas/HOW-TO-MAKE-PRESENTATIONS-SEMINAR.pdf 	In progress
39. Access to research training and continuous development							
		<ul style="list-style-type: none"> ✓ Group Leader role related to Project management and careers developers ✓ Polymat's mission, Vision & Values ✓ Endorsement of C&C (Commitment of Founding Partners). ✓ Annual internal training and external training activities. 	<ul style="list-style-type: none"> ✓ Formalize and encourage internal training programs: Participation in weekly POLYMAT Seminar series. ✓ Push on Training program for transferable skills with other centers ✓ In May 2021 Research career event to be shared with researchers regarding future career possibilities was delivered by Doctors Sandra Camarero and Irune Villaluenga. ✓ Specific training for group leaders regarding management and coaching skills in order to reinforce the Group Leader Role has been organized in 2021 and 2022. ✓ In September 2022 "How to make presentations" seminar delivered by Doctor Jessica Dessport was delivered to R1-R2 researchers. ✓ In March 2022, "HR Excellence in research, Gender Equality and Soft Skills" seminar was delivered at POLYMAT Winter School 	C&C Monitoring Team	<p>2020</p> <p>2024</p> <p>2021</p> <p>2021-2022</p> <p>2022</p> <p>2022</p>	<ul style="list-style-type: none"> ✓ Training courses and Coaching Sessions 	In progress
			<ul style="list-style-type: none"> ✓ An international entrepreneurship program will be offered to researchers so that they can opt for this professional path. We will participate in a European 	C&C Monitoring Team	2024-2025	<ul style="list-style-type: none"> ✓ Number of entrepreneurship courses 	New action in Preparation

			consortium with this objective. This program will be offered in different countries and will be taught by international professional experts. (HEI Call)				
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