

Human Resource (HR) Policy

Pharmahungary Group follows the following international guidelines and principles:

- European Commission, Directorate-General for Research and Innovation, Horizon Europe guidance on gender equality plans, Publications Office of the European Union, 2021, <https://data.europa.eu/doi/10.2777/876509>
- European Commission, EUR 21620 — The European Charter for Researchers. The Code of Conduct for the Recruitment, 2005, https://euraxess.ec.europa.eu/sites/default/files/am509774cee_en_e4.pdf

Procedure of recruitment:

1. Identify the need for human resource
2. In-house evaluation if existing employee with sufficient capacity is available for the specific task
3. In-house evaluation if any employees/PhD students are available at the academic institutes in strategic collaboration with Pharmahungary Group
4. Prepare advertisement which contains:
 - a. short description of Pharmahungary Group and relevant research topic
 - b. job description
 - c. places of employment
 - d. expectations of the company
 - e. what we offer
 - f. how to apply for the job
5. Advertising on the selected online job portals and at specific academic partners
6. Shortlisting by CV-s
7. Interviews (personal/online, two-rounds at least)
8. Making an offer
9. Feedback for every applicant

Pharmahungary Group is committed providing equal opportunities for its employees including but not limited to:

- provide the possibility of training and continuous development independently of the employee's status
- ensure appropriate working conditions
- ensure career development
- annual revision of salaries
- use best practices to ensure gender balance



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