

Protocol for job offer management

TALENT MANAGEMENT SERVICE

The request for collaboration from Barcelona Activa SAU SPM for covering job offers and/or internship vacancies **does not** incur any economic cost for companies and implies acceptance of the conditions included in this Action Protocol.

The process for identifying suitable candidates will commence once Barcelona Activa has received the information outlined in the corresponding [online application form](#), including company credentials, job description, and offer conditions.

Barcelona Activa will confirm the acceptance of the offer or explain the reason(s) for refusal.

In order to guarantee the quality of offers managed, Barcelona Activa stipulates that vacancies must meet the following conditions:

1. Offers must comply with current legislation regarding employment contracts and salary, and regulations for internship programmes.
2. They must refer to actual vacancies at locations within the Metropolitan Area of Barcelona.
3. They will in no way involve a violation of civil rights; that is, discrimination based on age, gender, sexual orientation, gender identity, ideology, nationality, race, ethnicity, religion, cultural background, health, disability, economic or social status, or any other form of discrimination. We highlight the fact that the Law on Infractions and Sanctions in the Social Order (Royal Legislative Decree 5/2000, of August 4) categorises as very serious unilateral decisions by an employer that imply direct or indirect discrimination based on age or disability, or in terms of wages, working hours, training, promotion, and other working conditions due to gender, whether favourable or unfavourable. It is also a very serious offence to stipulate conditions through advertising that contribute to favourable or unfavourable discrimination for access to the labour market based on gender. The economic sanctions contemplated in both cases range from a minimum of €6,251 to a maximum of €187,515.

4. In terms of contract duration, job offers linked to the following current contract types will be managed:

- Permanent
- Fixed-discontinuous
- Temporary (for a minimum period of 6 months)
- Maternity/ paternity/ sickness cover
- Training in alternation
- Work experience

All contracts must be either permanent, or for a minimum period of 6 months

We will also accept job offers linked to any of the following situations:

- Contracts related to seasonal activity
- Maternity/paternity leave, or temporary incapacity leave of similar duration
- Contracts for workers in situations of social exclusion and/or members of vulnerable groups covered by the social clauses of some processes

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

5. The contemplated remuneration cannot be lower than that stipulated in the corresponding collective agreement or regulatory framework of reference.

It is important to note that the minimum wage for 2024 is a gross salary of €15,876 p.a. for full-time work, or a proportional part for part-time work.

Neither will the salary associated with the job vacancy be lower than the minimum salary ranges outlined in the Barcelona Activa Salary Study for each professional profile. Companies may seek guidance from the technical staff at the Talent Management Service regarding the most appropriate remuneration in each case.

Offers managed within the framework of employment promotion programmes aimed at developing professional experience, based on the hiring of participating individuals by companies collaborating with these programmes, will be governed by the minimum remuneration required, as indicated by the regulations governing the corresponding programme.

6. Job offers cannot come be accepted from companies whose core business activity is human resources management or offering third-party employment mediation services. Barcelona Activa will manage the recruitment process directly with end-user companies.

7. Job offers will be published on behalf of Barcelona Activa to avoid distortions in recruitment processes, except when the recruitment channel or methodology requires identification of the company advertising the vacancy or vacancies.

8. Interested, available and suitable candidates for the job will be identified preferably from among job seekers included in Barcelona Activa's registries. The search for candidates may be expanded to other candidate repositories and/or recruitment

sources if necessary.

9. Comprehensive support in the selection process may be provided when mutually agreed upon between the company and the Talent Management Service.
10. Having ensured compliance current data protection regulations and obtained and recorded authorisation for data transmission, Barcelona Activa will pass on the CVs of interested candidates after assessing their suitability for the role in question and establishing that they are indeed available.
11. The company must ensure that the salary advertised is no lower than that stipulated in the reference agreement, as well as that the category indicated does in fact correspond to the tasks that the successful candidate will be required to carry out in the organisation. The company will be held responsible for failure to comply with any of the conditions published in the job offer.
12. The company undertakes to evaluate the proposed candidates within the established timeframe, informing Barcelona Activa of the results of these evaluations, as well as any incidents recorded during the selection process. Likewise, any modification of the initial conditions of the offer must be reported, as must the closure of the recruitment period. Once the selection process is completed, the company will inform Barcelona Activa of the outcome. Offers will remain open for a maximum of 2 months. Failure to comply with these conditions may result put future collaborations in doubt. Specifically, the failure communicate the outcome of the selection process may result in the suspension of collaboration, meaning that the company in question may not be able to post any new job offers for a period of three months.
13. Regarding the application for subsidies linked to the hiring of candidates proposed by the Talent Management Service, the company will be responsible for verifying that the proposed candidates fulfil the requirements for benefitting from this form of support.
14. Barcelona Activa is the organisation that manages, on behalf of the Barcelona City Council, the personal data files containing candidate information, and obtains the consent of the individuals concerned for the transfer of their data, specifying the purpose for which that data will be transferred, in accordance with the provisions of the General Data Protection Regulation and the Data Protection and Digital Rights Guarantee Law.
15. The company receiving the applications 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 will include personal data (including information regarding disabilities, if applicable), academic, professional, and employment data.

- The personal data that will be processed is the data used in the selection process.
- Maintain the duty of confidentiality regarding personal data to which it has access, even after the service or job offer management is completed, and ensure that persons authorised to process the personal data have committed themselves to confidentiality, and have confirmed that commitment in writing
- Ensure that appropriate technical and organisational measures are taken to guarantee a level of security appropriate to the risk.
- Keep under its control and custody the personal data accessed as part of the process of managing the job offer and not disclose, transfer, or communicate it in any other way.
- Delete or return the data to Barcelona Activa when it is no longer necessary for the purpose of job offer management.
- Assume all responsibility, direct or indirect, for any circumstances may arise from the breach of these commitments.
- In the company's initial communication, candidates must be informed of the purposes for which their data will be processed, and it must be explained that their data has been provided by Barcelona Activa – Barcelona City Council.