

Guidelines for Eligibility

in Mimeta's Tender Calls, Fund Allocations, and Representative Appointments, including participation in juries for Fund Allocation, Honorary Schemes, or any other processes aimed at conferring benefits on individuals or organizations.

- 1) Scope: These guidelines apply to employees, board members, and participants in nomination committees or juries etc. involved in decisions related to fund applications, or appointments of trusted or honorary positions, when these decisions are outsourced from Mimeta by the delegation of the board of Mimeta.
 - i) Guidelines for eligibility in instances of purchasing services or goods are covered in the Code of Conduct valid for Mimeta, but the same guidelines as stated here are valid in these instances.
 - ii) These guidelines are also to be understood as minimum requirements for cooperating partners supported financially by Mimeta.
- 2) Conflict of Interest: Individuals covered by these guidelines shall refrain from participating in the processing or decision-making concerning the allocation of financial funds or positions that directly benefit themselves, their close relatives, friends, or organizations with which they have a legal or financial relationship.
- 3) Previous Involvement: Individuals shall not partake in the processing or decision-making of such awards or benefits if they, their close relatives, or friends have previously been involved in processing the case on behalf of the applicant.
- 4) Competitive Relationships: Individuals shall abstain from involvement in processing or deciding on an award or benefit if they have a legal relationship with an organization, a close relative or a friend perceived to be in competition with the applicant.

- 5) Time frame: Individuals are appointed for a period of two years at a time and can serve a maximum of four years. Rotation occurs relatively frequently to prevent any one perspective from becoming dominant within these bodies.
- 6) Self-Reporting: Individuals must disclose any circumstances in their work that may indicate disqualification in specific processes or decisions.
- 7) Disqualification Assessment: In cases of doubt regarding disqualification, a separate disqualification committee, comprising two board members and one administrative member appointed by the board of Mimeta, shall assess the individual's competency and decide on disqualification.
- 8) Notification Requirement: Mimeta is obligated to disseminate these guidelines to all relevant parties.

Non-Disclosure Agreement:

1. Confidentiality Obligation: Individuals covered by this agreement must maintain confidentiality regarding all information related to cases covered by Mimeta's *Guidelines for Eligibility* and treat it in a manner that prevents access by unauthorized parties.
2. Limited Use: Individuals may only utilize the information for the purpose of evaluating such cases in accordance with specified criteria.
3. Definition of Confidential Information: Confidential Information encompasses all information, both oral and written, received in connection with such cases, regardless of the manner of acquisition.
4. Exclusions: Confidential Information does not include information that was publicly available at the time of disclosure, becomes publicly available through means other than a breach of confidentiality, or was legitimately and documentarily accessible to the individual prior to disclosure.
5. Data Management: Individuals must delete electronically stored Confidential Information within a reasonable timeframe, not exceeding one month after the assessment submission date.
6. Individuals are responsible for acknowledging the deletion of Confidential Information in a register managed for this purpose.

Mimeta's commitment to ethical conduct is further detailed in:

1. Anti-Corruption Guidelines
2. Code of Conduct
3. Gender Guidelines
4. Guidelines for Eligibility
5. Warning procedures
6. Financial Handbook

7. Guidelines for Risk Management
8. Ethical Guidelines.
9. Handbook for Internal Control of HES