

THE HUMAN RESOURCE POLICY OF PCC EXOL SA

The HR Policy of **PCC EXOL** is an integral and essential part of the company's general policy and its development strategy. Employees are our most important resource, for it is their knowledge, experience, skills and competence that decide about the success of **PCC EXOL**.

In its business activity, **PCC EXOL** puts emphasis on long-term employment and treats its employees as a strategic value of the organisation, which it constantly invests in and develops, thus creating convenient working conditions, a friendly and open atmosphere and opportunities to acquire and improve skills, while paying particular attention to the health and safety rules and equal treatment of employees regardless of their origin, nationality, race, faith, gender, age or trade union membership.

The main areas and objectives of the HR policy include:

- **acquiring and retaining employees** – building an efficient employment structure and selecting employees with qualifications corresponding to the requirements of given positions; providing all employees with equal opportunities and terms of employment as well as treating them fairly,
- **development and improvement of employees** – continuous improvement of employees' professional qualifications, stimulation of initiative and innovation, and improvement of teamwork skills,
- **motivating and rewarding** – creating an incentive system that encourages effective work and offering development and promotion opportunities,
- **working conditions** – providing employees with convenient and safe working conditions that give satisfaction and contribute to the development and implementation of goals,
- **organisational culture** – shaping mutual work relations focused on quality, customers' needs and mutual cooperation; identifying communication needs and improving communication skills.

Implementation of the HR Policy goals is done through appropriate plans, programmes and tools used in the HR process, including:

- researching staffing needs and planning employment,
- researching and planning training needs as well as making appropriate adjustments to the training and development programmes,
- personnel controlling (analysis of the HR Policy's effectiveness through such personnel indicators as: the employee voluntary turnover rate, the absenteeism rate, the index of salaries higher than the minimum pay),
- financial incentive systems (reviews and analyses of the remuneration and bonus systems) and non-financial incentive systems,



- programmes promoting professional development and employee promotion ('PCC Challenges'),
- recreational programmes promoting a healthy lifestyle and regular access to sports and recreation facilities,
- programmes that engage employees and give them opportunities to have influence on their work-places (the 'Optima – My Idea for...' Programme).

In accordance with its personnel strategy, PCC EXOL:

- offers market conditions of work and pay,
- provides professional stability,
- enables its employees to improve their qualifications and develop their individual skills as well as supports their commitment,
- delegates rights, thus giving employees performance and decision-making independence,
- ensures respect for diversity in the workplace as well as partnership relations and equal treatment,
- enables its employees to implement their development goals.

Implementation of the HR Policy objectives is carried out in accordance with the adopted ethical standards and the principles of good practice, with respect for human rights and the natural environment, based on the formally determined working conditions specified in the following documents:

- the Corporate Collective Labour Agreement;
- the Code of Conduct for the PCC Group;
- Rules of Procedure;
- Remuneration Regulations;
- Bonus Rules for Individual Positions.

Brzeg Dolny, 22nd January 2019



Mirostaw Siwinski
President of the
Management Board, CEO
PCC EXOL SA