

# PERSONNEL POLICY OF PCC ROKITA SA

Personnel policy of **PCC Rokita** is an integral and inseparable part of the company's policy and its development strategy. Employees are the organisation's most important resource, as it is our employees' knowledge supported by experience, skills and competences that is crucial to the success of **PCC Rokita**.

**PCC Rokita**, conducting its business activity, emphasises long-term employment and treats its employees as a strategic value of the organisation, in which it constantly invests and develops, creating favourable work conditions, friendly and open atmosphere, opportunity to acquire new skills and improve the ones already possessed, treating as paramount principles of occupational health and safety and equal treatment regardless of origin, nationality, race, religion, sex, age or union membership of employees.

## The main areas and objectives of the personnel policy are:

- **attracting and retaining employees** - building a rational employment structure and selecting employees with qualifications corresponding to the requirements of the job positions; providing employees with equal opportunities and equal conditions of employment and fair treatment,
- **employee development and improvement** - continuous improvement of professional qualifications of employees, stimulating initiative and innovation as well as improving teamwork skills,
- **motivating and rewarding** - creating an incentive system to encourage effective work and creating opportunities for development and promotion,
- **working conditions** - providing employees with convenient and safe working conditions that give satisfaction and are favourable to development and achievement of objectives,
- **organizational culture** - shaping mutual relations at work focused on quality, customer needs and mutual cooperation; identifying communication needs and improving this skill.

## Implementing the objectives of personnel policy is carried out through appropriate plans, programs and tools used in the personnel process, inter alia:

- researching human resources needs and employment planning,
- researching and planning training needs and adjusting training and development programs accordingly,
- personnel controlling (analysing the effectiveness of the personnel policy through personnel indicators such as: employee voluntary turnover rate, absenteeism rate, remuneration level indicators for given positions),
- financial motivation systems (reviews and analysis of the remuneration system and bonus system) and non-financial motivation systems,



- programs to promote professional development and employee promotions,
- recreational programmes promoting healthy lifestyle and regular use of sports and recreation infrastructure,
- programs that engage employees and empower them to influence improvements in their workplace.

**In accordance with the personnel strategy PCC Rokita:**

- offers market-based working and pay conditions,
- provides job stability,
- enables employees to improve their qualifications, develop individual skills and foster commitment,
- delegates authorisations, thereby giving autonomy of implementation and decision-making,
- ensures respect for diversity in the workplace, partnership relations and equality of treatment,
- allows to realize employees' development goals.

**The implementation of the objectives of the personnel policy is carried out in accordance with accepted ethical standards, the principles of 'good practice', respect for human rights and the environment, based on formally defined working conditions, to which the following documents refer:**

- Corporate Collective Labour Agreement;
- PCC Group Code of Conduct;
- Work Regulations;
- Remuneration Regulations;
- Bonus rules for individual positions.

Brzeg Dolny, 01.11.2021



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