

# HR policy

GRI: **401-2, 103-1, 103-2, 103-3**

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The HR Policy of the Grupa Kęty S.A. Capital Group reflects the elements of the Mission, Vision and Company Values. It concentrates on partner relations based on mutual respect and on the assumption that an organisation develops based on the individual development of its employees.

## Employees – the most important asset of an organisation

On the way to business success there are highly set goals, on the one hand, and elements emphasising that people are the most important asset of the Company, on the other hand.

Within the management-by-objectives system, short- and long-term planning processes are defined. The system provides tools for assigning tasks in relationship to the Company strategy and the needs of its organisational units, which are formulated based on the SMART concept. Moreover, the system supports managerial staff during the process of monitoring the achievement and settlement of objectives. Periodical assessment refers to employee performance, and based on the prepared summaries, individual development programmes are designed and incentive systems modified.

Apart from performing their daily duties, employees may present their ideas through suggestion systems. The subjects such reported contribute to improving safety, streamlining and improving the effectiveness of work, defining standards and better utilisation of the employees' knowledge and skills.

We appreciate the contribution of every employee in the maintenance of the company on high market level and, therefore, we provide remuneration adequate to the scope of duties and responsibilities, expertise and results achieved, which is competitive compared to the market. Every year we carry out a payroll review based on market reports in that regard.

We also offer Employee Pension Schemes and a health-care programme with the possibility of extending the latter to the members of the closest family. Additionally, there is a variety of fringe benefits assigned within the Social Fund.



**4382**

employees\*



**26%**

women



**3%**

management staff

\*refers to the domestic companies of the ASS, EPS, and FPS.