

# **ERG S.A. LABOUR AND HUMAN RIGHTS POLICY**



Table of Contents

- I. Introduction ..... 3
- II. Working conditions ..... 3
- III. Employee health and safety ..... 3
- IV. Communication and collaboration ..... 4
- V. Prohibition of discrimination ..... 5



### I. Introduction

Our employees are a key to the company's success and they are extremely important to us. ERG S.A. strives to create a workplace allowing the employees to develop their potential. We make every effort to ensure fair and safe conditions to all employees in a workplace where they are respected.

### II. Working conditions

In order to ensure decent and friendly working conditions, we have adopted the following principles of functioning together within ERG S.A.:

- We create a working environment based on integrity, mutual respect, tolerance and collaboration.
- We do not accept any form of discrimination or mobbing, including harassment, bullying and humiliation, and we strongly counteract these phenomena.
- We do not accept any form of sexual harassment and we strongly counteract it.
- We do not accept any behaviour or statements that infringe the personal interests of others.
- We do not take advantage of our position within the Company for personal gain.
- We do not give conflicting orders, and if such orders are given to us, we may refuse to comply with them until they are clarified by the superiors.
- We accept orders in accordance with our powers associated with the position held.
- If we receive an incomprehensible order, we have the right to obtain further clarification with regard to what is expected of us.
- As superiors, we do not give orders that violate the law or exceed the powers of the respective employees.
- The managerial staff are obliged to create an appropriate working atmosphere, including in particular:
  - to treat employees as empowered partners,
  - to listen carefully to the matters employees approach us with, providing an appropriate place and sufficient time to talk,
  - to support subordinates in the case of difficult fortuitous situations requiring special help.

### III. Employee health and safety

The safety of all ERG S.A. employees and of customers and contracting parties present in the plant premises is of primary importance for the Management Board and for the entire management of the company. Care for the life and health of employees and visitors, as well as care for safety at every working station are fundamental elements of this system.

We constantly work to develop and improve this process by way of the following:

- compliance with legal requirements, principles and other requirements relating to safety aspects,
- preventive health care,
- raising the awareness and improving the qualifications of employees and taking into account the role of the staff in the functioning of the occupational health and safety system,
- preventing accidents at work, near misses and occupational diseases,
- providing the employees with high quality personal protective equipment,
- using machinery, devices, tools and equipment that meet safety standards,
- active involvement of employees to ensure effectiveness of the system,
- efficient internal and external communication in the field of occupational health and safety,
- Implementation of preventive and corrective actions.

We assess the effectiveness of the system by way of the following:

- monitoring the number of days without an accident at work, near misses and their severity,
- watching the conduct of employees to detect behaviours and actions causing threats,
- monitoring concentrations and intensities of agents harmful to health and analysing risk present at the working stations,
- analysing the documentation and records related to occupational health and safety.

For us, people always come first.

The Management Board of ERG S.A. undertakes to secure resources ensuring the pursuit of the policy adopted and implemented. We believe that a shared commitment to actions to ensure health and safety in the workplace will make it possible to achieve the expected success.

#### IV. Communication and collaboration

Communication between ERG S.A. employees should be based on honest and complete exchange of the information required for the proper functioning of the Company. We believe that open and honest communication makes it possible to build sustainable and positive relationships with our stakeholders, and thus contributes to an increase of the Company's competitiveness and value.

- We share up-to-date information with our collaborators about the current strategies, plans and goals of ERG S.A.

- We inform our subordinates about the expected changes influencing their current and future functioning within the Company.
- We provide subordinates with full information about the evaluation of their work, explain and justify decisions, and indicate the areas for improvement.
- We explain all doubts concerning the Company's functioning to employees or, if this is impossible, we refer them to the appropriate person capable of providing a satisfactory answer.
- We explain to employees all changes in internal rules that concern their respective position.
- We initiate collaboration between individual organisational units across the Company.
- We express opinions on the Company's management on the basis of reliable premises and present proposals of actions to the superiors to improve the Company's functioning and development.

### V. Prohibition of discrimination

At ERG S.A., we strive to create a climate of trust and equal opportunities, fair treatment of everyone regardless of gender, age, position, length of service, trade union membership, religion, nationality, political views or other views, appearance, or sexual orientation. We make it possible for persons with disabilities to obtain employment, appropriate working conditions and occupational development, and we constantly strive to remove social barriers in the workplace and increase the degree of integration of persons with disabilities with other ERG S.A. employees. Employment and promotion, development and appraisal, as well as remuneration and bonuses in ERG S.A. are based on clear, transparent and fair principles.

- We comply with the principles governing employment, promotion, development and in-service training.
- We evaluate the work of our collaborators and subordinates in a diligent manner and in substantive terms.
- We accept feedback on the quality of our work with understanding and attention.
- As superiors, we support our subordinates' activities aimed at developing their competences.
- We pursue an open and constructive dialogue on our own performance and the manner of remunerating it.
- We counteract all forms of discrimination.
- ERG S.A. prohibits all forms of forced labour, including semi-slave labour, slave labour or labour related to human trafficking. Employees have the right to move around freely and leave the workplace after they end their shift.
- Child labour is not tolerated.
- ERG S.A. respects the employees' rights to form, to join or not to join trade unions or

other organisations of their choice as well as collective bargaining concerning their common interests, in a safe manner free from repressive actions such as intimidation, harassment or termination of the employment relationship.

