



PERSONNEL POLICY

ALUMETAL GROUP

“Coming together is the beginning. Keeping together is progress. Working together is success.”

THE AIM - MUTUAL RESPECT, TRUST AND GOOD RELATIONS

The aim of the ALUMETAL Group's personnel policy is to provide a good and safe workplace where each employee has access to all the tools needed to perform their duties to the best of their ability. ALUMETAL Group is focused on creating good mutual relations, appreciating employees, encouraging them to gain knowledge and to develop and contributing to the continuous improvement of our operations.

We are convinced that appropriate behaviour in contacts between employees, manifested by mutual respect, trust and openness, not only ensures proper communication and good atmosphere, but also has a significant impact on the image of ALUMETAL Group.

Additionally, our policy emphasizes the following:

➤ the provision of equal opportunities in the scope of

employment and development in the workplace,

- non-discrimination on the basis of race, nationality, gender, sexual orientation, opinion, religion or membership in social organisations,
- disapproval of the employment of adolescents, including, in particular, compliance with the provisions of the International Labour Organization.



PRINCIPLES OF PERSONNEL POLICY

The personnel policy in ALUMETAL Group is based on the following principles:

- we treat each other fairly, with respect and based on mutual trust,
- we build upon strengthening good relations between us, treating it as the foundation of the company's development,
- we treat all employees the same,
- we make all decisions regarding employees objectively, based on our knowledge of their performance, competencies and attitudes,
- we appreciate initiative and creativity,
- we are open to change,
- we care about our employee's development.



VALIDITY

The personnel policy covers all the employees of ALUMETAL Group, regardless of the country and the company within the Group in which they work.

The areas within the scope of ALUMETAL Group personnel policy are as follows:

- the process related to employee accustomization,
- working towards providing knowledge to the employee along with their ongoing development in conjunction with their existing experience,
- basing on the competences of both the employee and the whole team in which he or she works,
- employee promotion,
- providing feedback to the employee with the possibility of periodic evaluation,

- salary revision policy,
- elements related to additional motivation: programmes aimed at efficiency, achievement of specific objectives, etc.,
- initiatives aiming at strengthening and improving relationships within the organization.



RECRUITMENT

We put emphasis on long-term employment and treat our employees as a strategic asset to the organization in which to invest.

We are looking for people who are cooperative, consistent in action, development-oriented, innovative and striving to achieve high quality of performed tasks.

We invest in our employees on a long-term basis, value their experience and commitment, we foster internal promotion every time we start a new recruitment process. We commence external recruitment when there are no persons among our staff who meet the job requirements.

The purpose of our recruitment activities is to fill individual job positions in a manner that allows for effective execution of the tasks assigned to them, as well as to acquire employees with competencies that

will help develop our organization further.

Our recruitment policy is conducted in a transparent and non-discriminatory manner. The process ensures equal opportunities for participants and objectivity in the evaluation of candidates through the use of appropriate selection tools tailored to the position.



ONBOARDING AND ADAPTATION

We believe that a new employee's first experiences strongly affect their attitude towards work, satisfaction and loyalty to the employer. In order to facilitate the adaptation program, a "Starter Information Kit" was prepared, containing basic and practical information about ALUMETAL Group.

Additionally, newly hired employees as well as employees changing their area of professional activity within the organization are supported by having a buddy, an experienced employee dedicated to them during the adaptation period (adaptation program). Thus, the employer creates conditions conducive to effective performance of the tasks at the position taken by the employee in accordance with the standards applicable in ALUMETAL Group.

The benefits of implementing the adaptation program

include the following:

- facilitating a smooth entry into the organization,
- getting acquainted with the functioning of the company and the organizational chart,
- facilitating access to necessary information and providing background information regarding the position,
- increasing the level of employee safety and increasing the motivation and involvement of the employee in the implementation of tasks,
- building the image of a friendly employer on the labour market.



Documents related to the Personnel Policy

Additional elements supporting the effective implementation of the Personnel Policy:

- the Labor code,
- the Code of ethics,
- the Anti-Mobbing policy,
- the Anti-Corruption policy,
- the IT systems security policy.

