

**PROTECTION OF LIFE, HEALTH, PRIVACY
AND DIGNITY OF WORKERS**



1. Safety at work

The employer is obliged to apply regulations in the field of occupational safety and to constantly work on improving occupational safety.

The employer is obliged to ensure the health and safety of workers in all forms related to the work, and in particular: to acquire and maintain the plant, equipment, tools, workplace and access to the workplace, organize work in a way that ensures the protection of the life and health of the worker, with special laws and regulations and according to the nature of the work being performed, and apply health and safety measures at work, to prevent any hazards at work, to inform workers on occupational hazards and to enable them to work safely, and to implement other prescribed occupational safety measures .

The employer is obliged to provide adequate training for the health and safety at work of every worker, in particular in the form of information and instructions related to his workplace and his job: when a worker receives a job, if the worker moves to another job, introduces new equipment or changes existing, and introduces new technology.

Training is done in working hours and at the expense of the employer.

If the employer has taken up the obligation to accommodate and provide meals to the worker, he must take care of the protection of life, health and ethic, and the confession of workers when performing this obligation.

Every worker is responsible for their own safety and health, as well as for the safety and health of other workers affected by his work at work.

In carrying out occupational and environmental protection the worker is especially obliged to:

- Accept the training and checking of knowledge in order to work safely, observe prescribed and recognized occupational safety measures and instructions, and accept any check related to health and occupational safety,
- work with due care and in a way that does not endanger the life or health of your own and other workers and the safety of equipment and devices,
- use and maintain in a proper state of the safety equipment, maintain and use in a proper condition the personal protective equipment entrusted to it for use and handling,
- alert the immediate manager to malfunctions and defects on the devices, personal and protective devices, as well as to the irregular occurrences in the work and procedures of other persons who may damage or destroy certain equipment or endanger the life and health of the worker,

- approach to health and psycho-physical examinations related to the workplace,
- during conceiving of employment and during work, get acquainted an employer and a competent physician with physical disabilities or illnesses that may cause a life-threatening effect on his / her life and health or his or her environment when performing certain tasks,
- alert the associates assigned to carry out work on the dangers associated with carrying out their work and the regulations to be followed when working on these jobs in order to prevent injuries,
- acquire the knowledge of work safety to the extent necessary to work safely,
- **undertake any check whether it is influenced by alcohol, other addiction or illnesses,**
- comply with the provisions of the smoking ban, and all regulations and measures for the prevention of fires.

Training for safety at work and fire protection means organized and program activity through which workers acquire knowledge, skills and habits for safe work, and according to the Training Program for safe work, occupational safety and fire protection.

The Management Board of the Company shall regulate, by special rules, the design and implementation of protection, risk assessment, rights, obligations and liability and all other matters in accordance with the law.

The Management Board of the Company is obliged to send worker to the appropriate examination or training if his workplace requires it by law, regulation or other act.

The employer is obliged to provide workers with the insurance in case of an injury or any accident related to their work.

2. Protection of workers' privacy

Employees are obliged to submit to the employer, for the purpose of exercising his / her rights and obligations from employment, all personal data established by the regulations on records in the field of labour, as well as data: for the calculation of income tax, surtax, personal deduction, education and certain specialist knowledge, condition and disability, contractual prohibition of contention with the previous employer, data relating to motherhood protection, etc.

The employer collects and processes data on the workers required for the proper keeping of records in the field of labour:

1. Name and surname of the worker,
2. Personal identification number,
3. Day, month and year of birth,
4. Birth place,
5. The address of the place of residence or place of residence of the worker, telephone number,
6. Place of work,
7. Profession,
8. Education,
9. Qualification for performing certain tasks,
10. Position (workplace) on which a worker works,
11. Working hours of the worker in hours,
12. Working experience with this employer,
13. Whether the contract was concluded for a specified or indefinite period,
14. Whether the worker is a disabled worker,

15. Employment with another employer,
16. The date of employment,
17. The date of termination of employment,
18. Reason for termination of employment.

They also collect and process data on workers and members of their families which collecting is prescribed by law or a special regulation for the purpose of exercising the right at work and on the basis of rights from health, retirement and disability insurance.

Workers are obliged to submit the information specified in paragraph 1. of this Article immediately upon the occurrence of changes.

The employer will, by special decision, appoint a person authorized to collect, use and submit data on workers to third parties in accordance with the statutory regulations.

3. Durability of Business and Personal Data

Any significant business information, whether business or personal, about the organization's details, as well as the business and production program and the procedures that the employees are familiar with and use to perform their duties are considered a business secret.

The violation of the secrecy of the data referred to in paragraph 1 of this Article constitutes a violation of the employment obligation.

4. Procedures and measures to protect the dignity of workers

The employer is obliged to protect the worker from direct or indirect discrimination in the field of work and working conditions, including special criteria and conditions for employment, promotion, vocational guidance, vocational training, specialization and change of qualification.

The employer is obliged to protect the dignity of the worker during work, so as to ensure working conditions in which he / she will not be subjected to harassment, including the taking of preventive measures.

Harassment or sexual harassment is a violation of the work responsibilities.

An employer who employs at least twenty workers is obliged to appoint a person who is authorized to receive and handle complaints related to the dignity of the worker.

A worker who considers him/her harassed or sexually disturbed has the right to file a complaint regarding the dignity of a worker.

When a person referred to in Article 41.st.1. Of the Rules, receives a complaint regarding the protection of the dignity of a worker, shall within eight days from the day of receipt of the complaint, examine the complaint and take all necessary measures appropriate to a particular case in order to prevent further harassment or sexual harassment if it finds that it exists.

In the process of examining and solving the complaints of persons referred to in paragraph 1 of this Article, the complainant shall be examined by the complainant, the person to whom the complaint relates, and, if necessary, for a complete and truthful determination of the facts, and other persons who may have knowledge of the subject of the complaint, and also produce other evidence.

A worker may be examined in the presence of his/her alternate (attorney, trade union trustee, etc.)

If an authorized person referred to in Article 41st.1. Of the Ordinance establishes that the employee who filed the complaint is harassed or sexually disturbed, informs the Management Board of the need for urgent action to prevent further harassment of the worker.

The person referred to in paragraph 1 of this Article to the Management Board of the Company, depending on the circumstances of the case, proposes that:

- moving a person that has disturbed the worker to another place of work on the employer's premises (deployment of workers)
- an employee who has disturbed the worker is given verbal warning,
- an employee who has disturbed the worker is given written warning with the possibility of dismissal in the event of recurrence of harassment,
- to cancel the labour contract to an employee who has disturbed the worker.

If the person referred to in Article 41st.1. The Rulebook does not take measures to prevent harassment or sexual harassment prescribed by Article 42, paragraph 2 of the Rulebook and paragraph 1 of this Article, or if the measures taken by it are obviously inappropriate, a worker who is harassed or sexually disturbed has the right to terminate work while not being protected, provided that he or she has requested protection within a further period of 8 days at the competent court.

If there are circumstances that do not justify expecting the employer to protect the dignity of a worker, the employee is not obliged to submit a complaint to a person referred to in Article 41st.1. Of the Ordinance and has the right to terminate his work, provided that he has requested protection before the competent court and has informed the employer thereof within 8 days of termination of the work.

All data and documents collected in the dignity protection procedure are secret and confidentiality is the responsibility of the person referred to in Article 41st.1. The Ordinance that solved a specific complaint, as well as all other persons involved in the complaint handling process that must be timely warned