

SPLAST  
Employment  
Policy



## General provisions

SPLAST obliges to provide its employees safe and friendly workplace, with respect for their dignity and private life.

As an employer SPLAST constantly pursues providing equal employment and work environment conditions for each person regardless of their gender, age, nationality, skin colour, sexual orientation, marital status, religion or beliefs. The same approach towards employees is required from each employed person.

Employees may expect an appropriate salary regarding their duties, as well as rewards for extraordinary achievements.

An employee shall be neither illegitimately favoured nor discriminated.

Each employee's efforts are unbiasedly evaluated. An employee is directly informed about their evaluation.

Physical, sexual or psychological abuse in any form are intolerable in any SPLAST unit or department.

SPLAST does not employ minors regardless its accordance with law. Exceptions are made for high school students for mandatory or extracurricular internships.

## Employment

SPLAST conducts transparent employment policy in accordance with Labor code. Each paragraph of the employment contract is consistent with law and transparent for both parties.

The decision of employment is based solely on skills and professional experience of the candidate.

Each new employee is obliged to undertake initial medical examinations which are paid for by the Employer.

Each new employee undergoes a trial period of 3 months. The Employer designates a mentor who introduces employee to their work station and given duties.

Each employee may participate in trainings and courses improving their qualifications.

## Trial period

Each employee undergoes a trial period of 3 months during which they are introduced to their work station and given duties.

Before undertaking their respective duties, each employee is obliged to participate in initial trainings for Workplace Health & Safety, Fire Safety, Human Resources, as well as the presentation of each unit and department operations. Initial trainings scope is depending on place and nature of the job.

During the trial period each employee is obliged to participate in work station trainings which are set individually in accordance with place and nature of their respective jobs.

During the trial period each employee has a designated mentor who is responsible for their introduction to given duties and the corporate culture of SPLAST. Mentor is responsible for preparing new employee for their test as well.

Once the trial period is done, an employee sits for a test of their knowledge on: work station and given duties, Workplace Health & Safety, Fire Safety, corporate culture and structure.

Positive results of the test is a necessary condition for an employment contract extension.

## Promotions and new positions

Apart from skills and professional experience, employees achievements and their evaluation are only factors considered in the decision of promotion.

Internal recruitment is a preferred option in SPLAST as it allows the employees to improve their qualifications, as well as creates friendly workplace environment. Loyalty and willingness to learn among the employees are priority for the Company.

Each transfer or promotion of any employee requires their consent.

In case of transfer to a new position each employee is regarded as newly employed in terms of initial trainings and trial period. The Employer designates a mentor for such employee and requires them to sit a test.

## Trainings

Skill development and acquisitions of new qualifications by all employees are actively supported by SPLAST.

Trainings and courses schedule for SPLAST employees is an indication for human resources development plans. Such schedule is made each year.

Each employee may report the need for training or workshops on topic directly related to their job.

Should such training be necessary, the Employer chooses offer most attractive in terms of program and subject field in order to meet both employees and Company requirements.

For such trainings all costs are covered by the Employer.

