



# PERSONNEL POLICY

FIBRAIN Sp. z o.o.  
Zaczernie 190F

<b>Done by:</b>	<b>Date:</b>	<b>Checked by:</b>	<b>Date</b>	<b>Approved by:</b>	<b>Date:</b>
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**§ 1****PURPOSE OF PERSONNEL POLICY**

The Human Resources Policy of Fibrain Sp. z o.o. is a set of principles that we follow in the area of human resources management and is aimed at creating a working environment conducive to the achievement of business and individual employee goals. The Human Resources Policy is based on the mission and values of FIBRAIN Sp. z o.o. Our mission is to develop all services and products in existing and new markets around the world. The company's growth would not be possible without our employees. Undoubtedly, the values that guide us as an organisation have an impact on the day-to-day functioning and perception of our company as a responsible employer.

The main objective of the Human Resources Policy is to attract the best employees, retain them, motivate them and develop their potential.

**§ 2****PRINCIPLES OF PERSONNEL POLICY AT FIBRAIN SP. Z O.O.**

The personnel policy is based on principles:

**1. To act in accordance with the law, ethical and moral principles.**

In our daily operations, we are guided by the following values: Quality, Professionalism, Commitment, Respect, Efficiency and Responsibility - through which we create an attractive and safe working environment for all our employees. All business actions and decisions are taken in accordance with human rights principles and applicable laws, based on the principles of the FIBRAIN Code of Ethics and Values. We oppose child labour. We do not employ people who are under the legal age to work.

**2. Appreciation of diversity**

Human relations at FIBRAIN Sp. z o.o. are based on mutual respect, trust and cooperation. We constantly strive to ensure that the working environment at FIBRAIN Sp. z o.o. is free from any kind of discrimination based on gender, age, disability, race, religion, nationality, political beliefs, union membership, ethnic origin, religion, sexual orientation, and regardless of employment for a definite or indefinite period of time or full or part-time employment. The diversity of our team is an added value to the functioning of our organisation. We believe that every employee should be given the opportunity to reach their full potential and has the right to feel valued.

**3. Focus on continuous staff development**

The foundation of FIBRAIN Sp. z o.o. is the belief that the success of our organisation lies in its people. It is our employees who create and develop the company's potential and innovation. Employees are our greatest value. A key element in the success of FIBRAIN Sp. z o.o. is a team of people who feel comfortable and secure in their working environment, are valued and can develop their potential.

#### 4. **Creating a safe, healthy and clean working environment**

One of the priorities of our personnel policy is to create and maintain a safe working environment. Our employees are provided with the necessary equipment and personal protective equipment so that we can mitigate any inconveniences and hazards in the workplace. Continuous improvement in this area is an integral part of the work of the Health and Safety Department.

### **§ 3**

#### **RECRUITMENT**

Our personnel policy for recruitment is based on non-discriminatory criteria. At every stage of the recruitment process, we insist on transparency and on the confidentiality of candidates' personal data.

#### **The recruitment process is based on the following principles:**

- **Equal opportunities** - in line with its anti-discrimination policy, the company applies the principle that all candidates are treated on an equal basis, with respect and dignity regardless of gender, age, disability, race, religion, nationality, political beliefs, union affiliation, ethnicity, religion, sexual orientation. Due to clear criteria in assessing the competence of candidates, we avoid selecting candidates on the basis of personal characteristics unrelated to the job in the recruitment process.  
All job advertisements, application forms and other recruitment materials are free of discriminatory content. At the same time, in order to reach a wide audience, our job advertisements target different age groups, and the forms and channels of communication we use encourage a diversity of applicants. We strive to ensure that our job adverts reach the widest possible audience.
- **Transparency** - the recruitment process is conducted according to the principles of openness, objectivity and equal opportunities for all candidates. We focus on transparent communication with candidates at every stage of the recruitment process. Feedback after the process is completed is provided to all candidates participating in the recruitment process - regardless of the outcome.
- **Respect for privacy and confidentiality** - candidates' sensitive data is stored and processed in accordance with the applicable legislation (RODO) and information on the outcome of the recruitment is communicated only to those directly involved in the recruitment process.

### **§ 4**

#### **ADAPTATION**

The proper induction of a new employee into the structure of our organisation is a key process for us. FIBRAIN places great emphasis on the correct and gradual induction of an employee into a new organisation. A properly implemented employee is an added value - both in terms of the quality of the products and services provided and in ensuring that the organisation functions properly. We strive to make the induction process for a new person as stress-free as possible and based on ongoing support.

- Even before hiring, both HR and Human Resources staff are in constant contact with candidates, keeping them informed of the next steps needed to deal with all formal matters related to hiring and starting work.

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- New employees receive a welcome package in the form of small gifts and a New Employee Guide containing basic information about the company and how it operates in our organisation.
- It is important to us that new employees are fully supported during their induction into their duties, through initial and in-service training and the assistance of experienced staff. The participation and involvement of the immediate supervisor is key.
- Before the end of the probationary period, interviews are conducted with employees so that their opinions and impressions after the first months of work are known. The debriefing interview provides an opportunity for new employees to communicate their comments and observations to top management and HR.

**§ 5**  
**STAFF DEVELOPMENT**

Employees are our greatest asset and investment in their development is key to the success of our company. Our aim is to identify talent within our organisation and provide tools and opportunities for their development. Developing the competencies of employees at every level of the organisation is key for us.

- **Training** - the company offers internal as well as external training to its employees. Specialists and experts from our company share their knowledge with other employees. And thanks to training budgets allocated for each department of the company, employees can participate in training to improve their competences. Training plans are prepared on the basis of an analysis of the company's business needs, but above all on the basis of identifying competence gaps within the organisation.
- **Table of competencies** - in order to take care of career development, our organisation uses a table of competencies that has been prepared for each department of the company. Thanks to the table, almost every position has a description of the requirements and an inventory of the training that must be completed to apply for a higher position. The table also contains information on the salaries assigned to each competence level, ensuring a consistent remuneration policy. In addition, FIBRAIN has a remuneration regulation in place. This sets out the principles for employee remuneration - the employee is made aware of its contents on the day he or she starts work and the document is also publicly available for inspection.
- **Internal recruitment** - In addition to promotions within a particular department, we enable our employees to advance horizontally through participation in internal recruitment. Employees wishing to change direction have the opportunity to do so through the opportunities provided by the internal recruitment process. Internal recruitment brings a number of benefits to both the organisation and the employees. Employees functioning in the organisation have a unique knowledge of the organisation, which can undoubtedly be helpful in their new position. Employees are already familiar with the organisation's values and culture, which speeds up the adaptation process in the new position. The company, in turn, knows the employee's strengths and weaknesses, which allows them to better match their competencies to the requirements of the position. We believe that internal recruitment increases the commitment and satisfaction of our employees.
- **Employee appraisal** - We believe that employees should have the opportunity to express their opinions, share their concerns and thoughts. Regular monthly employee appraisal undoubtedly supports the above. The immediate supervisor determines the amount of bonuses on the basis of the monthly evaluation. In addition, employee appraisals are conducted on the occasion of probationary period debriefing and promotion interviews.

Employee appraisals are transparent and tailored to the position. The basic principle of employee appraisals is discussion and openness, so feedback to the employee is a very important part of the process.

## **§ 6 EMPLOYER BRANDING**

Employer branding activities of FIBRAIN Sp. z o.o. focus on presenting the character and specifics of our organisation to the outside world - both for potential job candidates, customers, suppliers, as well as building a positive brand in the opinion of our employees.

We take a number of measures to present our organisation as an attractive and desirable employer. We are involved in academic projects, accepting students for the NAKRĘĆ SIĘ NA FIBRAIN internship programme. We participate in many academic events, broadening the knowledge of students and pupils about our products and the company itself. Visits by guests (secondary school pupils, students) to our production facilities are also an important element of our employer branding activities.

In order to find out what our employees think about our organisation, surveys are carried out periodically every year so that we can identify areas for improvement. **Employee opinion surveys** are a very important part of employer-employee communication. The surveys are carried out in accordance with the highest standards, maintaining the anonymity of the participants. We also rely on the principle of transparency in the process - the results of the surveys are always presented to the employees.

In addition, we are interested in the attitudes and motivations of those who choose to resign from our organisation. We collect information from employees who terminate through the **Exit Interview** process.

**The INTRANET FIBRAIN** portal, facilitates communication between the employee and the employer. It provides tools for easy and fast contact.

Our employer branding activities are based on the principle of clear communication and a consistent message.

## **§ 7 FINAL PROVISIONS**

The company's board of directors, directors, managers, employees are required to read and comply with the provisions of this policy.