

## **EMPLOYEE'S BASIC RIGHTS AND RESPONSIBILITIES**

Extract from Work Regulations

### ***1) Employee's rights***

Employee is entitled to adequate wages, safe and healthy work environment, health and personal integrity protection and other rights in case of illness, reduction or loss of working ability and ageing, material security during temporary unemployment and right on other forms of protection, in compliance with laws and Company's general rules and regulations.

Employed woman is entitled to special protection during pregnancy and after childbirth.  
Employee is entitled to special protection during child care, in compliance with laws.

Employee under 18 years of age or employed disabled person is entitled to special protection, in compliance with law.

#### ***- Entitlement to wages***

Employee is entitled to adequate wages, defined in compliance with laws, Work Regulations, Company's general rules and regulations and employment agreement. Employee's wages depend on invested labor (performed labor) and time spent at work (working hours) in a particular month.

Employee is entitled to minimal wages for standard performance and full-time working hours i.e. working hours equivalent to full-time working hours.

Employee is entitled to compensation of wages during absence from work during:

1. state and religious holidays,
2. annual leave,
3. paid leave,
4. military exercises,
5. response to state authorities' summons

Employee is entitled to wages compensation during temporary disability of up to 30 days, during discontinuation of work or reduction of scope of work that occurred without employee's guilt lasting at the most 45 days in a calendar year, during discontinuation of work that occurred by the order of state authorities or employer's competent authority, because of lacking life safety and health protection at work, which is the condition of further performance of work without endangering of lives and health of employees and other persons.

Employee's realized monthly wages are considered to be Company's business secret and disclosure of employee's wages by the employee or other employees who have access to the information regarding wages will be considered as infringement of work discipline and his employment agreement may be terminated.

#### ***- Entitlement to rest period during workday***

Full-time employee is entitled to 30-minute rest period during workday.

Employee working longer than four and shorter than six hours a day is entitled to rest period of 15 minutes.

Employee working longer than full-time working hours and at least ten hours a day is entitled to rest period of 45 minutes.

Daily rest period may not be used at the beginning or at the end of working hours.

Rest period is considered as working hours.

Daily rest period is organized so as not to discontinue the work process if nature of work does not allow discontinuation or if the clients are involved.

Director passes the decision about the schedule of daily rest periods.

***- Entitlement to rest period after workday***

Employee is entitled to rest period between two successive workdays lasting 12 hours in continuation, if not otherwise regulated by laws.

In case of redistribution of working hours, employee is entitled to rest period lasting at least ten hours in continuation.

***- Entitlement to weekly rest period***

Employee is entitled to weekly rest period lasting 24 hours in continuation.

Weekly rest period is, as a rule, used on Sundays.

Employer may determine another weekday as the weekly rest period if the nature or the organization of work requires so.

If it is necessary that employee should work on the day of his weekly rest period, employer is obliged to provide rest period for him lasting at least 24 hours in continuation during the next week.

For employees who work shifts from Monday to Sunday, the day of weekly rest period is determined each week based on shift plan.

***- Entitlement to annual leave***

*1) Acquiring the right on annual leave*

Employee is entitled to annual leave in compliance with laws.

First-time employee or employee having an employment break longer than five workdays acquires the right on annual leave after six-month work in continuation.

Temporary disability to work in the sense of health insurance regulations and absence from work with compensation of wages are also regarded as work in continuation.

Employee may not reject the right on annual leave nor may this right be denied to him.

During annual leave, employee is entitled to compensation of wages in compliance with laws.

*2) Length of annual leave*

Length of annual leave may also be determined by other criteria specified by employment agreement.

Length of annual leave may be determined by employment agreement independently from the criteria specified by these Regulations.

In determining the length of annual leave, a workweek is counted as five workdays.

Holidays that are not workdays in compliance with laws, absence from work with compensation of wages and temporary disability to work in accordance with health insurance regulations are not included in annual leave.

If employee becomes temporarily disable to work in the sense of health insurance regulations during annual leave, he is entitled to extend the annual leave after the disability has stopped.

***- Entitlement to leave with compensation of wages (paid absence)***

Employee is entitled to absence from work with compensation of wages (paid absence) in the total duration of five workdays during a calendar year.

Employee is entitled to paid absence during religious holidays, as follows:

- 1) the orthodox – first day of Christmas, second day of Easter and first day of family feast (Slava),
- 2) Catholics and members of other Christian religions - first day of Christmas and second day of Easter,
- 3) members of Islamic Community – first day of Ramadan Bayram and first day of Kurban Bayram,
- 4) members of Jewish Community – first day of Yom Kippur.

Right on paid absence lasting longer than specified in these Regulations may be determined by employment agreement.

***- Entitlement to unpaid leave***

Employer may allow employee's leave without compensation – unpaid leave if and based on regularly submitted employee's application he estimates that grounds on which employee requires leave are justified and that employee's absence will not disturb the work process. Depending on work requirements, employer is entitled to allow unpaid leave for the period requested by application or for the period shorter than required.

Employee who needs to be absent from work and has already used the right to paid leave, may be allowed, for the same or other reasons, unpaid leave in the total duration of 5 workdays in a calendar year.

If not disturbing the work process, employee may be allowed unpaid leave from work longer than that mentioned in previous paragraph if there are justified reasons for that such as preparation for and passing of examinations, care for sick family member, death of relative for which no paid leave is allowed, travelling, matters that must be settled personally, etc. in the total duration of maximally 3 months in a calendar year.

Exceptionally, the employee may be allowed unpaid leave of up to one year for other reasons that require travel and stay in another place in the country or abroad. Along with application for unpaid leave, employee is obliged to enclose documentation confirming reasons for use of unpaid leave.

During unpaid leave, employee's employment rights and responsibilities are at rest if not otherwise determined by laws and employment agreement.

### ***- Entitlement to job protected leave***

Employee's employment rights and responsibilities are at rest except for rights and obligations otherwise determined by laws, Company's rules and regulations and employment agreement if absence from work is required by:

1. army service,
2. sending to work abroad by employer or within international technical or educational and cultural co-operation, to diplomatic, consular or other representative offices,
3. sending to temporary work with another employer to perform adequate job if temporarily there is no need for employee's work, leased business premises or concluded agreement on business and technical co-operation, while the reasons for sending maintain but no longer than a year,
4. elections i.e. appointment to a function in organs of state, political or trade union organizations or other public functions whose performance require temporary absence from work,
5. imprisonment i.e. imposed security measure, corrective or protection measure, lasting up to six months.

Employee on job protected leave is entitled to come back to work within 15 days from finished army service, termination of work abroad i.e. work with another employer, termination of function, termination of imprisonment i.e. imposed security measure, corrective or protection measure. The rights also belong to the spouse of employee who is sent to work abroad within international technical or educational and cultural co-operation, to diplomatic, consular or other representative offices.

### ***2) Employees' responsibilities***

Employee's responsibility is to:

- fully respect provisions of these Regulations and other Company' rules and regulations governing employment rights, obligations and responsibilities,
- perform assigned duties diligently, timely and conscientiously during working hours, in compliance with professional ethics and with full engagement of occupational and working abilities in the work process,
- perform duties in compliance with laws, Company's rules and regulations and other valid regulations,
- regularly come to work and respect working hours,
- record his attendance according to technical requirements (signing in the book or electronic recording) upon arrival to work, leaving from work after finished working hours and each leaving of working premises in the course of work as well as respect all other attendance control formalities,
- take care of property and working equipment, refrain from any actions that represent abuse of performed work,
- rationally use material and working equipment and refrain from use of means of communication, informatics and other equipment for purposes that are not official,
- abstain from profiting from performed work or perform work that may cause conflict of interest with the Company,
- ceaselessly improve his professional skills with the aim of work quality improvement,
- observe regulations on safety and secrecy of mails and telecommunication signals,
- keep business secrets,

- adhere to prescribed safety and health protection and anti fire measures,
- give correct personal information and present documents necessary for realization of employment rights, obligations and responsibilities.

### ***3) Employer's responsibilities***

Employer's responsibility is to:

- pay wages to employee for performed work, in compliance with laws, Company's rules and regulations and employment agreement,
- provide conditions for employee's work and protection of life and health in a safe work environment, in compliance with laws and other regulations.
- provide employee with information regarding work conditions, work organization and rights and responsibilities coming out of work regulations and regulations on safety and protection of life and health at work.

### ***4) Employer's and employees' responsibilities***

Employer and employee are obliged to observe rights and responsibilities determined by laws, Company's general rules and regulations and employment agreement.

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