

# **PROTECTION OF EMPLOYEES**

## Extract from Work Regulations

### ***1. General protection***

Employee is entitled to safety and protection of life and health at work, in compliance with laws.

Employer is obliged to organize work by which environmental and protection of employees' health is granted, in compliance with laws and regulations.

Employee is obliged to observe regulations on safety and protection of life and health of people at work in order to avoid safety and health threats for both himself and other employees and persons.

Employee is obliged to notify the employer about all kinds of potential danger that could affect safety and health at work.

Employee cannot work overtime if such work could worsen his health, based on finding of a competent health authority.

Jobs with increased danger of injuries, professional or other diseases, can be performed only by an employee who, besides conditions defined by Company's regulations, also fulfills the work requirements concerning his health condition, psychophysical abilities and age of life, in compliance with laws.

Employee with health difficulties found by a competent health authority in compliance with laws cannot perform jobs that could cause worsening of his health or consequences dangerous for his immediate environment.

### ***2. Protection of personal information***

Employee has the right to see the documents containing his personal information kept with the employer and the right to demand deletion of the information that are of no immediate importance for the job he performs as well as the correction of incorrect information.

Personal information referring to employee cannot be available to third parties, except in cases and under circumstances defined by laws or if necessary as proof of rights and responsibilities related to employment.

Employee's personal information may be collected, processed, used and sent to third parties only by the employee authorized by the director and the persons employed in HR department.

### ***3. Protection of youth***

Employees under 18 years of age cannot perform the jobs:

1. for which remarkably hard physical strength is needed, for underground or underwater works or for works at high altitudes;
2. that include exposure to harmful radiation or poisonous matters, cause inheritance or other diseases or impose health risks because of the cold, heat, noise or vibrations;
3. that could, based on finding of a competent health authority, affect harmfully or impose increased life or health risks with regards to his psychophysical abilities.

Full-time working hours of employee under 18 years of age cannot be defined as longer than 35 hours weekly or longer than 8 hours daily.

Overtime work and redistribution of working hours of employee under 18 years of age is prohibited. Employee under 18 years of age cannot work at night, except when it is necessary to continue work discontinued by *force majeure* and under condition that such work occurs for a certain period of time, must be finished without delay and the employer has no available adult employees.

#### ***4. Protection of maternity***

Employed woman during pregnancy cannot perform jobs which are, on the basis of finding of a competent health authority, harmful for her or the child's health and especially so the jobs that require lifting of heavy objects or at which exists harmful radiation or exposure to extreme temperatures and vibrations.

During pregnancy and breastfeeding, employed woman cannot work overtime or at night if such work is harmful for her or the child's health, on the basis of the finding of a competent health authority.

Parent, adoptive or foster parent or legal guardian with a child aged up to three years, can work overtime or at night only with his written consent.

Single parent, adoptive or foster parent or legal guardian with a child aged up to seven years or a heavily disabled child can work overtime or at night only with his written consent.

Employer can redistribute working hours of employed woman during pregnancy or employed parent with a child younger than three years of age or a heavily disabled child – only with employee's written consent.

#### ***5. Maternity leave and child care leave***

Employed woman is entitled to pregnancy and childbirth leave (further in the text: maternity leave) and child care leave in total duration of 365 days.

Employed woman may commence pregnancy leave based on finding of a competent health authority at earliest 45 days and obligatorily 28 days before due delivery date.

Maternity leave lasts until finished three months from delivery date.

Child's father may use this right in case the mother abandons the child, dies or is for other justified reasons prevented to use this right (detention sanction, serious illness, etc.).

Employed woman, after expiry of maternity leave, has the right to take child care leave of up to 365 days from the beginning of maternity leave. This right may be used by the child's father as well. During maternity leave and child care leave, employed woman, or child's father, has the right on compensation of wages in compliance with the law.

Employed woman has the right on maternity leave and child care leave for the third and every next newborn child in the total duration of two years. The right on maternity leave and child care leave in the total duration of two years also belongs to employed woman who delivers three or more children from the first pregnancy and to employed woman who has delivered one, two or three children and then delivers two or more children in the next delivery.

## ***6. Special child care or care for another person leave***

Parent, adoptive or foster parent or legal guardian of the child in need of special care due to heavy psychophysical disabilities, except for cases determined by health insurance regulations, has the right to take leave or work half-time after expiry of maternity leave and child care leave, at the longest until the child has turned five years of age.

The right in the sense of paragraph 1 of this article is fulfilled on the basis of competent authority's opinion regarding the degree of child's disability, in compliance with the law.

During absence from work in the sense of paragraph 1 of this article, employee is entitled to compensation of wages in compliance with laws.

During part-time work in the sense of paragraph 1 of this article, employee is entitled to wages in compliance with laws, Company's regulations and employment agreement and for the other half of full-time working hours is entitled to compensation of wages in compliance with laws.

Foster parent or legal guardian of the child younger than five years of age, is entitled to be absent from work because of child care for eight months continuously as of the day of child's coming to foster or guardian family and at the longest until the child has turned five years of age.

If the child's coming to foster or guardian family started before the child's three months of age, the foster parent or the child's guardian is entitled to be absent from work because of child care until the child has turned 11 months of age.

This right also belongs to the person to whom, in accordance with adoption regulations, the child is sent for adjustment before establishment of adoption and after adoption has been established, the same right belongs to one of the adopters.

During absence from work because of child care, the person who uses the right from paragraphs 1-3 of this article is entitled to compensation of wages in compliance with laws and regulations.

Foster parent, legal guardian or caregiver of person affected by cerebral paralysis, child paralysis or muscular dystrophy or some other serious disease may, on the basis of competent authority's opinion and on personal demand, work part-time but not shorter than half of full-time working hours.

Employee working part-time on this basis is entitled to appropriate wages, proportional to the time spent at work, in compliance with laws, Company's regulations and employment agreement.

## ***7. Protection of persons with disabilities***

Employer is obliged to provide conditions for work to employed employee with disabilities according to his working ability and by giving him jobs appropriate for his working ability.

Employer is obliged to provide another job for employee for whom, according to pension and disability insurance regulations, a danger of disability at certain jobs has been found to exist, by giving him the job that cannot lead to disability.

In all the above cases, employee is obliged to accept the assigned jobs if they are adequate for his working ability or do not lead to disability.

Employer may cancel employment agreement with employee who refuses to accept assigned job in the sense of paragraphs 1 and 2 of this article.

### ***8. Notification on temporary work disability***

Employee is obliged to submit doctor's notification on temporary work disability in the sense of health insurance regulations containing the expecting duration of disability within three days from commencement of temporary disability.

In case of a more serious illness, instead of employee, the notification may be brought by a family member or another person living in the same household.

If the employee lives alone, he is obliged to bring the notification within three days from termination of reasons for which he could not bring it.

If employer has doubts regarding justification for absence from work in the sense of paragraph 1 of this article, he may submit a requirement to the competent health authority to determine employer's health ability, in compliance with the law.

If by inspection it is found that employee has deliberately presented his state of health incorrectly or untruly, his employment with the Company may terminate on the grounds of sick leave abuse.

### ***9. Prohibition of dismissal***

During pregnancy, maternity, child care and special child care leave, employer may not cancel employment agreement with employee.

ENERGO-PET d.o.o.  
rev.date: September 2023.