



Capitals:     

Human and intellectual capital



0 people

Headcount in December 2020



0 %

of the employees are women



0 %

unlimited term contracts



0 %

of employees are aged between 30 and 50



0

new employees in 2020



0 %

of all employees participated in training courses

In 2020, **no reports on human rights violation** were recorded.

The Capital Group of Grupa Kęty S.A. has implemented a joint model of human resources management, as defined in the HR Policy, and supplemented by conduct procedures and rules. Key elements for the performance of business objectives are the knowledge, skills and experience of the employees.

In raising qualifications the employees are supported with courses, training schemes and instructions. Many of them are aimed at the improvement of occupational health and safety or are a condition for the proper performance of work, other enable the extension of knowledge and skills needed in the fulfilment of the employees' own professional ambitions. Training is organised in various forms: external and internal training courses, either in traditional lecture or workshop form, or by way of e-learning. The subjects cover engineering issues as well as soft skills.

Staff development is also supported with the process of periodical assessment. Owing to the necessity of limiting contacts due to the pandemic, assessment meetings were not held in 2020.

Occupational health and safety



The companies of the Capital Group of Grupa Kęty S.A. have implemented OHS policies compliant with the legal regulations, adequately to the conditions present at the plants, as well as the principles resulting from industry standards.

In the area of safety, preventive measures are of key importance, as they contribute to risk mitigation. These include instructions and the principles of performance and supervision of works, training and instruction for the employees, suggestions systems, and actions aimed at hazards identification and risk assessment. Safety is also monitored in the form of audits.

The OHS management systems at the Capital Group companies comply with the regulations binding in the respective country. At the companies located in Poland, there are appointed persons responsible for the system or for the

particular areas. Teams are appointed to analyse the situation and incidents on a current basis and to identify hazards.

Department managers are responsible for the organisation of workplaces in accordance with the regulations, considering protection of employees against accidents at work or occupational diseases, and enforcement of OHS principles abiding by the employees.

For the purpose of effective management, all activities in that area are regulated by procedures.

As regards safety procedures, many changes and new flow charts were implemented in 2020 due to the hazards resulting from the pandemic. There were appointed special crisis teams, and expenditures on OHS measures increased. Also regulated were the principles of attendance at internal and external meetings. Door knobs, rails or, in need, the whole rooms have been disinfected on a current basis.

External contacts, such as recruitment, training, language courses, except for the situations where that is not possible, have been transferred to communication platforms.

Before the pandemic occurrence, remote work had been used at the company, but in 2020 the scale of the work increased significantly.

Grupa Kęty S.A. has appointed a team of OHS specialists responsible for monitoring the work environment. In addition, the managers of the particular organisational units appoint teams under their leadership composed of the Corporate OHS Officer, Employee Representative, Shift Foreman and other specialists, as appropriate, who:

- identify hazards that the employees and contract workers as well as visitors and other people in the workplace may face in a particular job or in a given area of the Company;
- identify the sources of hazards and possible effects of such hazards;
- estimate the occupational risk;
- suggest preventative measures aimed at reducing or eradicating occupational risks.

As a result of such measures, the occupational risk for a given job is assessed.

In 2020, 51 people were injured in accidents at work, including 12 women and 39 men. The injuries included mainly flesh wounds and in 11 cases bones were broken

Each accident was analysed in detail, and subsequently measures were implemented to prevent similar situations in the future.

Detailed tables and GRI indicators with regard to HR policy, diversity, employee development and OHS issues are presented in the [Management Board Report](#) on the Operations of the Company and the Capital Group, pages 35-45.