

# **KRANOVE-RN LTD**

6300 Haskovo, G. S. Rakovski Blvd. 8, office 7

Phone: +359 896 878 387

## **Human resources policy**

## **Introduction**

The human resources policy of "Kranove-RN" LTD has been developed to ensure a uniform and fair human resources management system while meeting the legislative requirements of the Republic of Bulgaria. This policy applies to all company employees and supports the organisation's objectives through adequate personnel management. Every employee of "Kranove-RN" is obliged to familiarise himself with and comply with the present rules and regulations.

## **General liability**

Our employees are responsible for dealing with people, whether as team leaders or colleagues.

Managers are primarily responsible for building and maintaining an environment in which people have a sense of personal commitment and are motivated to perform their jobs and do their best to ensure the success of our organisation.

## **Selection and hiring of employees**

**Selection process:** The selection of employees includes two main stages:

**Initial telephone interview:** The purpose is to assess the candidate's general suitability against the basic requirements of the position and company culture.

**Secondary face-to-face interview:** This interview allows for a deeper examination of the applicant's qualifications and skills and verification of the necessary documents for the relevant profession.

**Special requirements for professional competence:**

**Administrative staff:** Legal requirements for minimum professional competence are strictly observed to ensure that each employee has the necessary knowledge and skills to perform their duties.

**Employees in the "Autocrane operator" and "Driver" positions:** The relevant professional certificates and documents certifying the qualification and legal capacity to manage the specialised equipment are required.

**Requirements and procedures:**

- Relevant skills and experience are considered in the selection and hiring process, guaranteeing each job candidate's objectivity, equality, and impartiality.
- "Kranove-RN" LTD is committed to ensuring that all employment relationships are entered voluntarily and with the employee's consent. No

employee shall be coerced or forced into employment, and all hiring processes shall respect the individual's right to choose their employment freely. Any concerns about voluntary employment can be addressed through the Human Resources department, ensuring compliance with this policy.

- Every selected candidate in "Kranove-RN" LTD must conclude an employment contract before starting work, which clearly describes the terms of employment, including salary, working hours, overtime pay conditions, rights and obligations related to leave and other important aspects of the employment relationship.
- 'Kranove-RN' LTD ensures that all working hours and overtime comply with Chapter 7, Article 136 of the Bulgarian Labor Code. The company strictly follows the legal requirements regarding working hours, rest periods, and overtime compensation, ensuring the protection of employee rights and well-being. All overtime work is voluntary, subject to approval by the relevant department manager, and employees are compensated following Chapter 7, Section 2, Articles 144, 146, 148, and 149 of the Labor Code of Bulgaria. Employees are fully informed of these terms, and all relevant details are stipulated in their employment contracts
- Kranove-RN LTD strictly prohibits any form of deposit, recruitment fee, or advance payment for equipment from employees, either directly or through third-party recruitment agencies. All recruitment processes are conducted transparently and at no cost to the candidate. The company ensures that all employees are hired without any financial obligations imposed as a condition of employment, in full compliance with the Bulgarian Labor Code and ethical standards.
- The use of child labour is prohibited at 'Kranove-RN' LTD. In compliance with Chapter 15, Section I, Articles 301 and 302 of the Bulgarian Labor Code, all employees hired by the company are over the age of 16, ensuring adherence to local legislation regarding the minimum working age.

## **Introduction of new employees**

### **Orientation Program:**

Newly hired employees are informed of Kranove-RN LTD's established policies, goals, and strategies. This includes a detailed presentation of the company's corporate culture, employee expectations, and working methods.

### **Specialised training for employees in the positions "Autocrane operator" and "Driver":**

**Training:** All crane operators and drivers undergo mandatory initial training related to safety and the effective use of the equipment.

**Personal Protective Equipment (PPE):** As part of the company's commitment to their safety, employees are provided with the necessary PPE. This includes

protective clothing, helmets, gloves, safety shoes, and goggles appropriate to their work activity.

**Getting to know the specifics of the machines:** Every new employee in the field of mobile cranes or transport goes through specialised training to work with the respective machine, which an experienced long-term employee of the company conducts. This experienced employee acts as a mentor to the new hire.

**Mentoring program for employees in the position of "Autocrane operator":** New employees must work on a machine only under the guidance and supervision of their mentor for at least the first three months of their employment. At the mentor's discretion, this period may be extended.

## **Development and training**

### **Trainings:**

"Kranove-RN" LTD conducts an annual briefing and oral examination of mobile crane operators' knowledge following the Ordinance on the safe operation and technical supervision of lifting equipment—SG No. 60/25.07.2006, amended. add. SG No. 37/2007, amended add. SG No. 64/20018, amended add. SG No. 25/2009, amended add. DV no. 88/2014, which suspends the loads to the lifting equipment.

### **Development:**

At "Kranove-RN" LTD, we realise how important it is to support and encourage our employees' desire for professional development. Development is key to our company culture, business sustainability, and success strategy. We are committed to providing the necessary resources and training opportunities to help employees reach their maximum potential.

When an employee desires professional development, we are ready to discuss and prepare an individual development plan that meets their career ambitions and abilities. This plan may include various forms of training such as seminars, conferences, qualification and refresher courses that provide valuable experience and new skills.

We understand the specific needs and requirements of operating machinery of varying tonnage, especially for the mobile crane operator position. For these employees, we offer a mentoring program that allows them to work hand-in-hand with experienced long-term employees. This program is particularly valuable for those who wish to increase their qualifications and master the operation of larger and more complex machines.

## **Rewards**

### **Salary:**

Every employee of 'Kranove-RN' LTD receives a salary between the 1st and 10th of each month, in compliance with Chapter 19, Section II, Article 270 of the Bulgarian Labor Code. The salary is calculated based on a fixed basic amount, to which additional remunerations for hours worked above the established norm are added, as specified in Chapter 8, Article 242 of the Labor Code. According to the concluded employment contracts and following Chapter 8, Article 245, salaries are transferred to employees via bank transfer, ensuring secure financial transactions and proper documentation.

#### **Salary information:**

Employees receive a detailed payment slip for each remuneration paid, in compliance with Chapter 8, Article 128a of the Bulgarian Labor Code. The slip includes details of basic salary, overtime allowances, and tax and social security contributions deductions, ensuring transparency as mandated by Chapter 19, Section II, Article 270. This transparency helps employees understand their remuneration structure and manage their finances effectively.

### **Holidays and absences**

#### **Annual paid leave:**

Every employee of "Kranove-RN" LTD has the right to annual paid leave, the amount of which is determined according to the Bulgarian Labor Code and is explicitly mentioned in the employment contract. The length of leave is based on the employee's seniority with the company and other relevant factors.

Leave planning should be coordinated with the organisation's managers to ensure the absence does not affect the company's operations. Employees must submit their leave requests in writing.

#### **Sick leave:**

Employees are entitled to absence due to illness upon presentation of a medical certificate from a doctor. "Kranove-RN" LTD follows the national regulations regarding sick leaves and their compensation.

#### **Other types of absences:**

The company also recognises other types of absences, such as maternity, paternity, study leave, etc., mentioned in the Legislation of the Republic of Bulgaria.

### **Health and safety at work**

#### **Compliance with norms:**

Every Kranove-RN employee must strictly comply with the implemented health and safety measures at the workplace. The company regularly reminds employees of the importance of these measures through training and information materials to ensure this.



**Prohibition of intoxicating substances:**

"Kranove-RN LTD" strictly prohibits the use, possession, or influence of intoxicating substances, including drugs and alcohol, on company premises and during working hours. The company is committed to maintaining a safe and productive work environment for all employees. To enforce this commitment, Kranove-RN Ltd. reserves the right to request a drug test from any employee before the start of their shift if there is reasonable suspicion of impairment. Additionally, such a request may be initiated by any individual who reasonably believes that a co-worker is not in a fit condition to perform their duties safely and effectively. Violation of this policy will result in disciplinary action, up to and including termination of employment, by company regulations and applicable law.

**Regular briefings:**

Training and briefings for safe work are held periodically, and every employee must attend and actively participate in them. Employees sign a document confirming their participation and familiarity with the information presented during each briefing.

**Protective clothing:**

In addition to the standard protective equipment, which includes helmets, gloves, safety shoes, and goggles, the company provides each new employee with work clothing, including trousers, jackets, and blouses. These are selected to provide maximum protection and comfort during work. Every company employee is obliged to wear the work clothing supplied by the company and the appropriate personal protective equipment (PPE) during work. This is important to ensure safety and health and to maintain a professional appearance following corporate safety standards and regulations.

**Working relationships****Importance of Good Relationships:**

At "Kranove-RN" LTD, teamwork and relationships between employees are highly valued, as they are critical for successfully implementing risky activities. Mutual support, respect, and professionalism are fundamental to maintaining a positive and productive work environment.

**Tolerance and behaviour:**

Bad attitudes and inappropriate behaviour will not be tolerated. All employees are required to maintain high professional etiquette and demonstrate respect for colleagues, customers, and company management.

**Code of Conduct for Employees:**

**Respect:** Employees must respect their colleagues' personal space, personality and cultural differences.

**Communication:** Clear and open communication is encouraged in all work aspects. Employees must express their opinions and ideas constructively and appropriately.

**Confidentiality:** Obligation to respect the confidentiality of company information and the personal data of colleagues and customers.

**Responsibility:** Employees are responsible for their actions and impact on the team and the work environment.

**Collaboration:** Active collaboration and participation in team initiatives aimed at improving work process and overall results.

**Conflict resolution:** Commitment to the peaceful and fair resolution of internal conflicts through dialogue and mediation.

#### **Conflict management at Kranove-RN LTD:**

The company implements conflict resolution mechanisms through mediation and internal procedures, guaranteeing fairness and objectivity. Every employee must contribute to maintaining harmony in the work environment and striving for constructive resolution of disagreements.

## **Equality and diversity**

#### **Importance of equality and diversity:**

At Kranove-RN LTD, equality and diversity are crucial for creating an inclusive and innovative work environment. Maintaining a pleasant work environment where every employee feels valued and respected leads to better work communication, creativity and efficiency.

#### **Non-Discrimination Policy:**

"Kranove-RN" LTD. implements a strict policy against discrimination on any grounds, such as age, gender, ethnicity, religion or sexual orientation. This includes, but is not limited to, recruiting, hiring, training, development, compensation and termination.

#### **Conflict of interests:**

Every employee of "Kranove-RN" LTD is obliged to declare any potential or actual conflicts of interest that may arise due to personal, financial or other external commitments. A conflict of interest may include, but is not limited to, business relationships or personal relationships with clients, suppliers, competitors or other persons that may affect the objectivity and efficiency of the performance of official duties.

Employees must notify their immediate supervisor or the HR department of any suspicion or existence of a conflict of interest. The Company considers each such case individually and takes the necessary steps to resolve the situation fairly and transparently.

**Actions in case of irregularity:**

**Reporting issue:** Any employee who feels discriminated against or witnesses discrimination has the duty and right to report without fear of reprisal. The organisation provides a variety of whistleblowing channels, including direct communication with the HR department or an anonymous whistleblowing option via email or anonymous letter.

**Consequences and corrective measures:**

If discrimination is identified, Kranove-RN LTD shall take appropriate corrective action, including, but not limited to, disciplinary action against the offenders, policy changes, or additional diversity and inclusion awareness training.

## **Termination of employment**

**Procedure:**

The processes for terminating employment relations in "Kranove-RN" LTD are carried out in full accordance with the company's legal framework and corporate rules. Dismissals and terminations are based on objective and documented reasons.

According to the legislation, any employee who wishes to leave the organisation must give the employer at least one month's written notice. This warning allows the company to arrange an appropriate replacement and ensures a smooth transition for the employee and the organisation.

**Retirement:** Employees' retirement is carried out by national statutory norms for age and length of service. Kranove-RN LTD supports its employees in the transition to retirement by providing the necessary information and resources for a smooth and orderly transition.

### **Non-compliance with the policy of "Kranove-RN" LTD**

**Implications for employees:**

If an employee does not comply with the internal policies or the employment contract terms, Kranove-RN LTD takes steps following the internal procedure for disciplinary actions. This may include but is not limited to, warning letters, training to correct behaviour, reduced job responsibilities, or even dismissal, depending on the severity of the violation.

Each case is considered individually, considering the case's specifics and the employee's previous behaviour.

**Consequences for the employer:**



If an employee finds that "Kranove-RN" LTD does not comply with the legislation or internal policies, he has the right to file a complaint directly with the relevant manager. Complaints are taken seriously, and measures are taken to investigate them objectively and in a timely manner.

Employees are protected from any form of reprisal or criminal action for legitimately filing complaints or investigating wrongdoing.

**Policy change notification:**

"Kranove-RN" LTD is committed to keeping its employees informed about all changes in corporate policies. When new policies or changes to existing ones are introduced, employees will be notified through formal electronic announcements and/or informational meetings.

The company provides an adequate period of adaptation to the new policies, allowing employees to ask questions and receive clarifications about the changes. This process aims to assist employees in understanding and applying the latest standards and procedures.

Kranove-RN LTD reserves the right to revise and update these policies to reflect changes in legislation, industry standards or corporate objectives. All updates will be communicated to all employees in a timely manner.

**Conclusion:**

With this document, the Kranove-RN LTD Human Resources Policy, we confirm our commitment to creating a fair, safe and supportive work environment. This policy is designed to provide clear guidelines and standards for all employees, ensuring everyone in our organisation is treated fairly. We are committed to the consistent and objective application of all policies.

We encourage all employees to understand and follow these policies and procedures actively. We are always open to your questions, concerns or suggestions for improvement.

Date: 20.02.2024

Approved and signed by: .....



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