

Human resource policy

Human resources policy is part of the company's philosophy. To implement our strategy and achieve our goals, we ensure the best conditions for our employees. Our success is based on following our human resources policies in every stage of activities.

The key principles of human resource policy:

1. Equal treatment of employees. We are always open and honest with our current and potential employees: we offer them equal opportunities for employment, development and career regardless of gender, age or nationality, we apply a fair reward system (including salaries and bonuses). We do not tolerate discrimination and disrespectful behaviour with the staff: our cooperation with them is based on respect and trust, open and transparent communication.
2. Remuneration. We pay our employees a competitive and fair remuneration and extra payments and bonuses for performance, in addition to all social guarantees.
3. Worker motivation. The employees get free meals and insurance against accidents. Together, we not only work, but spend our leisure time. Every year we organize joint events (such as summer and Christmas holidays, trips to concerts, theatres, amusement parks, spas, etc.).
4. Personnel training. We encourage continuous professional and personal development, sharing of experience among personnel, we are open to suggestions and ideas that could improve our operations and working conditions. Our employees can progress their foreign language and computer literacy skills during individual training programs. We additionally support our studying staff members whose studies are closely connected with their work.
5. Evaluation of the Performance. During annual interviews with our employees we clarify their goals, discuss employee motivation, and prospects in the organization. During interviews we present the employee the revelation of his performance based on which the employees may progress in their career.
6. Ensuring good working conditions. We offer safe and comfortable jobs meeting all the requirements. We evaluate regularly the conditions of work and environment on a regular basis, resolve workplace safety and health issues, and carry out periodic health checks. Employees are provided free work clothes and all equipment needed.
7. Compliance to labour laws. We work in accordance with labour legislation and requirements for employment and dismissal of employees, and monitor their work and rest schedule. The persons responsible for personnel management are constantly up to date about employment laws through various workshops and training sessions.
8. Balance between the personal life and work. In order to enhance employee drop satisfaction and loyalty, we ensure the balance between our employees' professional and personal life. Workers are encouraged to engage in socially responsible activities in their communities, to practice their favourite hobby (for example, hold a basketball tournament).

Documents to confirm and support the human resource policies:

- Company's internal regulations;
- Remuneration and bonus system;
- Personal data regulations;
- Operating standards;
- Safety instructions and regulations;
- Annual performance assessments, competency model;
- Training programs.