

## **PERSONNEL POLICY OF FABRYKI MEBLI "FORTE" S.A.** **(hereinafter: Personnel Policy)**

### **1. PURPOSE AND SUBJECT**

- 1.1. FABRYKI MEBLI "FORTE" S.A. is primarily people – their expertise, skills and commitment. The key role of the Personnel Department and of the entire management of FORTE and its subsidiaries is to attract and keep the best employees and to ensure their continuous development as well as to create a friendly work environment to build commitment and motivation of employees.
- 1.2. The Personnel Policy aims to effectively support the Company and the FORTE Group in achieving goals and fulfilling tasks, to support and develop organisational culture and to ensure proper treatment of employees by setting rules and standards.
- 1.3. The main principles of the FORTE Group Personnel Policy are:
- transparency,
  - equal opportunities in employment and promotion,
  - respect for diversity,
  - continuous development of employees,
  - employee satisfaction.

### **2. SCOPE OF APPLICATION OF THE PERSONNEL POLICY**

- 2.1. The Personnel Policy is intended for all organisational units of specified Companies of the FABRYKI MEBLI "FORTE" S.A. Group.
- 2.2. The Personnel Policy applies to all directors and managers as well as all employees of specified Companies of the FABRYKI MEBLI "FORTE" S.A. Group

### **3. DEFINITIONS**

- 3.1. **Policy** – this Personnel Policy of the FABRYKI MEBLI "FORTE" S.A. Group.
- 3.2. **FORTE or the Company** – **FABRYKI MEBLI "FORTE" S.A.**
- 3.3. **Group or the FORTE Group** – specified Companies of the FABRYKI MEBLI "FORTE" S.A. Group, i.e.: FABRYKI MEBLI "FORTE" S.A., DYSTRI FORTE Sp. z o.o., TANNE Sp. z o.o., FORTE BRAND Sp. z o.o.
- 3.4. **Personnel Department** – Personnel Department of FABRYKI MEBLI "FORTE" S.A. responsible for implementation and execution of the FORTE Group Personnel Policy
- 3.5. **Directors or Managers** – director or manager of an organisational unit of the FORTE Group, which is responsible for supervising the activities of individual organisational units of the Company or of the Group.
- 3.6. **Employees, Personnel or Staff** – persons working or cooperating with Companies of the FORTE Group, regardless of their employment status or type of their contract with a Company of the Group, including apprentices and interns.

3.7. **Human Rights** – fundamental rights recognising the dignity and equality of every individual which are regulated, among others, by the International Charter of Human Rights and the Constitution of the Republic of Poland.

3.8. **Employee Rights** – rights included, among others, in the Conventions of the International Labour Organisation, the Universal Declaration of Human Rights and the Labour Code, such as: the right to work, the right to freely choose work, the right to just and favourable working conditions, the right to equal pay for equal work, the right to form and join trade unions, the right to holidays and rest time and the right to protection against unemployment.

#### **4. GENERAL PRINCIPLES OF THE PERSONNEL POLICY IN FORTE GROUP OPERATIONS**

4.1 As the FORTE Group, we declare to respect and comply with all human rights, including the right to freedom of association and negotiation and the freedom of employee organisations to lay down their own rules. We seek full cooperation and agreement through negotiation with established and lawful employee organisations.

We are committed to respecting diversity and adhering to a safe working environment. The FORTE Group prohibits discrimination, child labour and any form of forced labour.

4.2 The FORTE Group Personnel Policy covers all key areas of personnel management:

- recruitment,
- hiring,
- training and development,
- remuneration,
- motivating and building employee commitment,
- communication and cooperation,
- safe and friendly workplace,
- building the image of FORTE as a responsible employer.

4.3 All Employees, regardless of their position, are required to:

- promote and support behaviour that complies with applicable laws as well as internal and ethical regulations;
- avoid causing or having any negative impact on human rights through their behaviour and attitudes;
- report internally all violations of laws, internal regulations, human rights and adopted ethical principles in accordance with the Forte Group Procedure for reporting irregularities.

4.4 FORTE Group Directors and Managers are responsible in particular for:

- leading and organising subordinate processes in accordance with the objectives and priorities included in the Personnel Policy;
- promoting respect for and observance of human and employee rights among subordinate Employees;
- taking action to prevent any negative impact on human rights directly related to their position, role and authority;
- preventing, monitoring and reporting any signals related to violations of the Personnel Policy;

## **5. SPECIAL PRINCIPLES OF THE FORTE GROUP PERSONNEL POLICY**

- 5.1. Considering the professional development of Employees and the creation of a working environment that enables talent development through vertical and horizontal promotions, internal candidates are also sought for created and vacant positions as part of the internal recruitment programme.
- 5.2 All internal and external recruitment is carried out on the basis of objective criteria, using dedicated modern methods and tools. Candidates are selected on the basis of their competencies, expertise and skills in line with the principles of equal opportunities and non-discrimination of any kind.
- 5.3 Attention is paid to the attractiveness of the offer and transparency of employment conditions for all candidates, as the basis for their voluntary decision to enter into an employment relationship based on mutual consent.
- 5.4 The FORTE Group carries out a number of various activities related to the development of its staff. Numerous development programmes are addressed to all groups of Employees.
- 5.5 The competencies of the FORTE Group Employees, which are tailored to the needs of the FORTE Group and highly developed, are one of the key success factors and a precondition that allows further development of the entire FORTE Group.
- 5.6 When creating development programmes, the FORTE Group follows the principle that by enhancing competencies of its Employees, it invites them to become partners and be jointly responsible for building the future and creating the success of the Group.
- 5.7 The FORTE Group acknowledges the achievements of its Employees by supporting them with a fair remuneration system, taking into account the complexity of tasks, the effects of their work and the skills and competencies necessary to perform the duties and tasks assigned to a given position, and applying the principle of equal remuneration for women and men. It is important for the FORTE Group that the remuneration system supports the development and commitment of its Employees and the achievement of the Group's business goals.
- 5.8 The FORTE Group builds commitment and motivation of its Employees by offering them a number of activities and non-financial benefits. Care for health, support in education, contact with culture and art are some of the activities undertaken by entities of the FORTE Group. The Group supports a family, multi-generational and diverse working environment, offering e.g. assistance for working parents by running company kindergartens, facilitating parents' return after maternity leaves and appreciating employees who retire.
- 5.9 The FORTE Group develops a culture of mutual respect, openness to the opinions of colleagues, conducts transparent corporate communication using various communication channels with its Employees. The Group promotes a culture of continuous feedback to strengthen ongoing cooperation between Employees as well as between Employees and their superiors.
- 5.10 With a view of providing a friendly and safe workplace, procedures and actions are implemented on an ongoing basis in order to protect the health and safety of Employees, prevent accidents and injuries in the workplace, and ensure epidemiological safety. Regulations reinforcing the culture of ethical work environment and counteracting abuses are adopted and implemented on an ongoing basis.
- 5.11 The FORTE Group actively cooperates with universities, secondary schools and vocational schools, takes part in job fairs, organises internships and apprenticeships for students and pupils. Considering the needs of vocational education, the FORTE Group is involved in the creation of

patron classes educating wood technology technicians, mechatronics and automation specialists as well as woodworking machine operators.

5.12 Young people between 15 and 18 years of age may be employed by the FORTE Group only for the purpose of vocational training as part of the cooperation with vocational schools, in compliance with the applicable laws and regulations in Poland.

5.13 As part of its activities for the development of education in places of its business operations, the FORTE Group actively cooperates with local governments, universities and secondary schools.

## **6. FINAL PROVISIONS**

6.1. The FORTE Management Board defines and accepts the objectives of this Personnel Policy.

6.2. The Personnel Department Director is responsible for the implementation and updating of the Personnel Policy.

6.3. The FORTE Management Board is responsible for the implementation and compliance of the Personnel Policy.

6.4. The adoption, change or revocation of the Personnel Policy requires a resolution of the FORTE Management Board.

6.5. The Personnel Policy is communicated to Directors, Managers and Employees of the FORTE Group in a manner customarily used in a Company of the FORTE Group.