



IMPOL GROUP EMPLOYEE HANDBOOK





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WELCOME TO THE IMPOL GROUP!

Every employee in the Impol Group is an important member of the team. This is why you need access to all the necessary information. We want you to feel comfortable and supported at work.

This handbook contains a wealth of useful information about Impol. It has been designed for both new employees and those of you who have already been "true Impol employees" for some time.

Let us emphasise that at Impol, when shaping our business policies and making decisions about future development, we always take into account the most important factor: caring for our employees. We strive to build a partnership with our employees based on responsibility, fairness and a forward-looking approach. We rank among the best employers both regionally and nationally, as we provide our employees with financial security while also creating favourable conditions for their growth and development.

Through cooperation and mutual respect, we can achieve outstanding results.

We would like us to build an open and honest relationship together and address any issues as they arise.

That is why our door is always open to you!

Andrej Kolmanič,
Chief Executive Officer



Irena Šela Štukl,
Executive Director for Finance
and IT



Andrej Kolmanič



Irena Šela Štukl

LOCATIONS

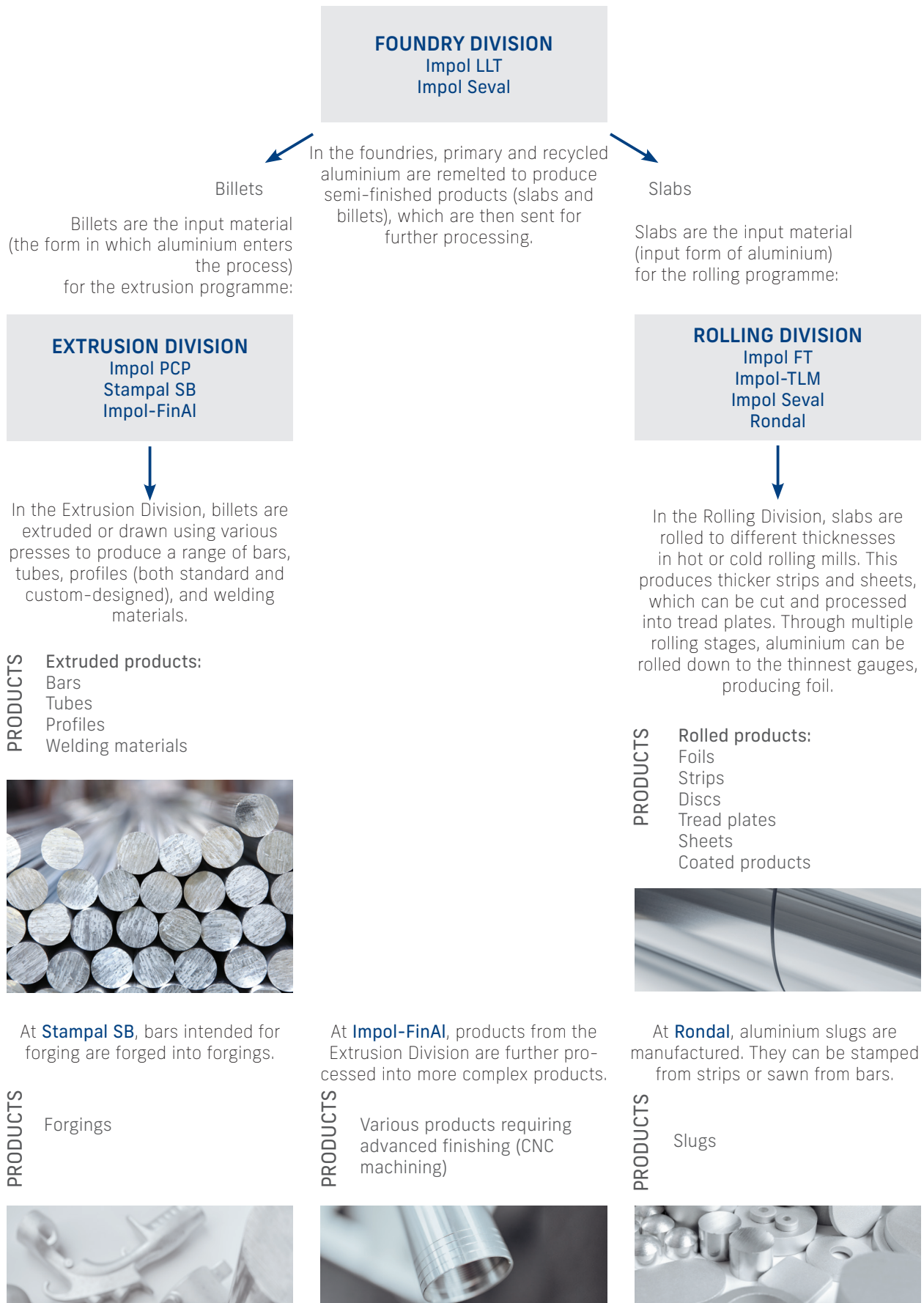


CONTACT



Telephone switchboard	02 845 3 100
General contact email	info@impol.si
Human Resources Office	kadrovska.pisarna@impol.si

PRODUCTION PROCESSES



IMPOL, WHO ARE WE?

Impol is a flexible, innovative and development-oriented company specialising in the processing of aluminium into high-quality semi-finished products. These form a broad product range that successfully meets the needs of various industries. Our key competitive advantage is our flexibility and versatility, enabling us to meet the diverse needs of demanding customers around the world, with whom we also work closely on the development of alloys and products.



OUR VALUES

INNOVATION – together with our customers, we develop products that meet their needs, while fostering innovation and continuous employee development.

DILIGENCE – through teamwork, we involve all employees, thereby building trust in Impol in the marketplace and ensuring the reliability of our services.

FLEXIBILITY – our services are distinguished by speed, efficiency and transparency, ensured through direct contact with customers.

EXCELLENCE – we ensure quality, generate ideas and conduct sales through environmentally sound processes.

LOYALTY – to the company, its owners, colleagues and the environment, in line with legal and ethical standards.

GROWTH AND TRADITION

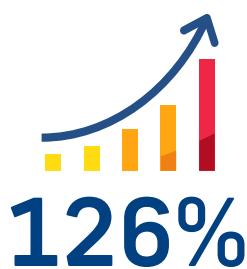
Since Slovenia's independence, the Impol Group has consistently expanded the scale of its operations. Its 200-year tradition of doing business is also a testament to its stability.

Impol's history dates back to 1825, when industrial production of copper products began along the Bistrica stream. After 1950, the company shifted to the production of semi-finished aluminium products.

Added value per employee in 2025:

58.370 €

6th
LARGEST SLOVENIAN
EXPORTER



production growth
over the last ten years

MORE THAN EUR

400

MILLION IN INVESTMENTS
OVER THE
LAST TEN YEARS

STRATEGIC POSITIONING

By maintaining an appropriate geographical market spread, serving a range of industries, offering a broad product portfolio and applying a suitable business model, we ensure a stable business environment and remain a reliable business partner.

EMPLOYEES

EVENTS FOR EMPLOYEES

Winter sports games, Impol Family Day, Summer sports games, Research Symposium, lunch with top performers, gathering of long-serving employees and innovators, Christmas gifts to children, retirees' gathering

20 %
women



80 %
men

MORE THAN **2.300**
EMPLOYEES

	SLO	HR	SRB
2025	1.418	376	534
2024	1.418	417	568
2023	1.421	395	557
2022	1.439	414	566
2021	1.446	424	638
2020	1.356	430	640

EMPLOYEE DEVELOPMENT

- scholarships
- innovation
- loyalty
- training
- career advancement
- teamwork
- collaboration
- reward and recognition
- fostering positive relationships



PRODUCTS

MORE THAN
100.000
VARIOUS PRODUCTS



NUMBER OF ALLOYS: MORE THAN

170

InfiniAL

PRODUCTS OF THE FUTURE

The Impol Group manufactures semi-finished aluminium products, for which global demand continues to grow due to aluminium's favourable properties and broader economic trends.

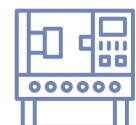
PRODUCTION CAPACITIES: MORE THAN

250.000

TONNES OF PRODUCTS



ROLLING



EXTRUSION

A TRUE IMPOL EMPLOYEE

Innovative

In my work, I consider opportunities to improve work processes and products, and I am open to new ideas and ways of working. I inform my managers about opportunities for improvement. At least once a year, I submit an improvement suggestion.

Diligent

I carry out my work conscientiously and accurately. I complete my tasks in full and do everything necessary to achieve the desired results. I always ensure that my work is performed to the highest standard, while paying attention to my own safety and that of my colleagues.

Adaptable

I adapt to changes arising from the work process. I approach change positively and implement it effectively in my work.

Committed to excellence

I understand that all products must meet quality standards, and I devote all my energy to achieving this. I am guided by the motto: "Nothing is ever so good that it cannot be improved."

Loyal

I am committed to the Impol Group, my managers and my colleagues. I resolve any issues directly with the people concerned. I help protect the reputation of the Impol Group and share positive news about the Group with the public.



42 years
is the average employee
age

47 %

of employees work in
indirect and support
functions



1.500 hours
employee training sessions
per month on average

WEB APPLICATIONS



Website: <https://services.alcad.si/> (Access is only available within Impol's internal network.).
The application interface is available in Slovenian.



Every employee can access applications within the Impol network:

HRM 4.0 – view basic personal details, information from the employment contract, details of training and acquired competencies, information on any commendations or warnings, use the forum to exchange opinions, submit useful suggestions, monitor monthly work performance (incentive payments), etc.

Online Classroom – employees can complete both legally required training and other courses that support their professional and personal development. All materials are collected in one place, clearly organised and easy to use, while completed achievements are also properly recorded. The results are transferred to the completed training section in the HRM 4.0 system, together with the corresponding acquired competency. It is important to emphasise that the library of materials in the Online Learning Platform is continuously updated and expanded, so you will always find new and current content there.

RIS (KADRIS 4) – review attendance and working time records, obtain permits, notify planned absences (annual leave planning), and monitor the number of remaining annual leave days.

ALCLOUD

Alcloud

Alcloud - Staging okolje

Alcloud - Testno okolje

Sprememba gesla

ANALITIKA

Poročila v PowerBI

Poročila v PowerBI - Testno okolje

OPERATIVNE APLIKACIJE

Epis Elektronsko poslovanje

Impol e-Učilnica

Impol GoDrive Najava obiskovalcev in izvajalcev del

Impol Naročanje malice

Impol Share

Komercialisti

RIS Evidenca delovnega časa in malic

TehnikaSet

PORTAL APLIKACIJE

Portal CEVIS, ISQ, LIS, Materialni tokovi, MIS, Obračun storna, Risk management

SKRBNIŠTVO

Brezžično omrežje Navodila

Podpora Reševanje problemov

Spletna elektronska pošta Push mail, Samodejni odgovor

VPN FortiClient Windows, FortiClient Android, FortiClient Apple

KADRIS 4

RIS/KADRIS4 – WORK HOURS AND MEAL BREAK RECORDS

From the list on the website <https://services.alcad.si/>, select "RIS". A login window will open.

1. LOGIN: enter your details

Username: firstname.surname@impol.si

Password: as provided when you joined the company, or as subsequently changed by you

Note: We recommend changing your password after your first login. If you have forgotten your password, please contact user support (Alcad).

WHAT CAN I FIND IN KADRIS 4?

INFOMAT

- Review of working time records for selected months
- Review of working hours and annual leave balance
- Review of the annual working hours plan
- Review of meal vouchers usage for selected months

E-PERMITS

Request to submit a permit (exceptional work, personal absence, business absence, working from home, overtime, etc.)

ABSENCE PLANNING

Request to record an absence (annual leave notification, notification of the use of extra hours).

ONLINE TIME REGISTRATION

Virtual terminal for recording regular work or working from home.

User support (ALCAD):

Phone: 02 805 56 52

E-mail: podpora@alcad.si



ALCLOUD – HRM4.0 ACCESS

After clicking the Alcloud icon on the website www.services.alcad.si, a login window opens.



1. LOGIN: enter your details

Username: firstname.surname@impol.si

Password: as provided when you joined the company, or as subsequently changed by you

Note: We recommend changing your password after your first login. If you have forgotten your password, please contact user support (Alcad).

WHAT CAN I FIND IN HRM4.0?

- Overview of basic personal details
- review of employment contract information
- information on training and acquired competencies
- details of any commendations or warnings
- information on awarded incentive payments
- option to enter goals and tasks
- use of the forum to exchange opinions
- submission of useful suggestions
- external link for ordering meals

Detailed instructions and assistance:

Majk Fideršek,

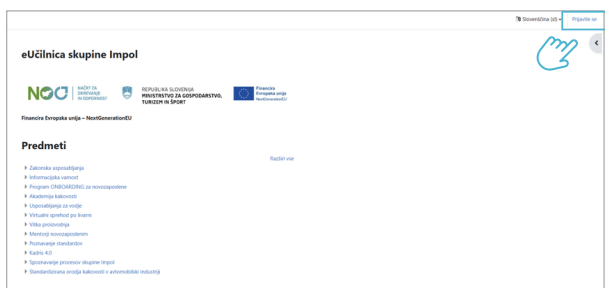
majk.fidersek@kading.si, 041 797 155

eUčilnica skupine Impol

ONLINE CLASSROOM

From the list on the website <https://services.alcad.si/>, select "Impol e-Učilnica". A new window will open.

1. LOGIN: enter your details



Username: `firstname.surname@impol.si`

Password: as provided when you joined the company, or as subsequently changed by you.

Note: We recommend changing your password after your first login. If you have forgotten your password, please contact user support (Alcad).

WHAT CAN I FIND IN THE ONLINE CLASSROOM?

The Online Classroom offers flexibility, allowing everyone to learn at their own pace and at a time that suits them best. It is also an environmentally friendly solution, as it reduces the need to print materials and hold in-person sessions. Distance learning encourages independence while ensuring equal access to content for all employees, regardless of their location within the company.

The Online Classroom includes legally required training, information security training, onboarding content for new employees, a virtual tour of our foundry, lean manufacturing materials, basic and advanced training on specific standards, standardised quality tools used in the automotive industry, Kadrin instructions, Go Drive instructions, and similar content.

Detailed instructions and assistance:

Mateja Verlak,
mateja.hribnik@kading.si, 051 311 283

ORGANISATIONAL STRUCTURE

IMPOL 2000, d. d.

IMPOL, d. o. o.

ALUMINUM

FOUNDRY

Impol LLT, d. o. o.

ROLLING

Impol FT, d. o. o.

EXTRUSION

Impol PCP, d. o. o.

Impol Seval, a. d.
Sevojno

Stampal SB, d. o. o.

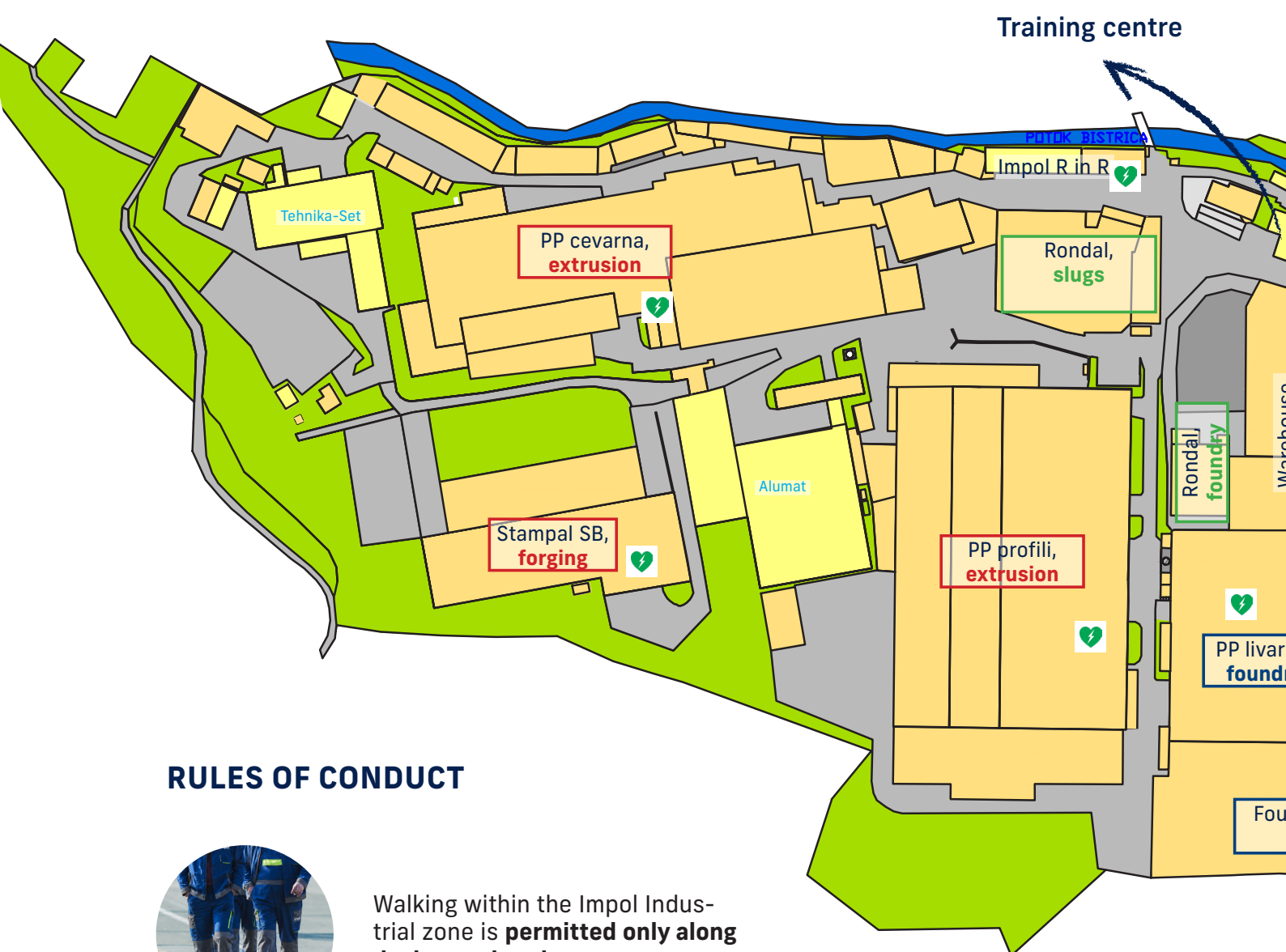
Impol-TLM, d. o. o.
Šibenik
100 %

Impol-FinAl, d. o. o.

Rondal, d.o.o.

SERVICES AND SALES	BUSINESS SUPPORT	REAL ESTATE	INVESTMENTS
Impol Aluminum Corp. New York	Impol R in R, d. o. o.	Štatenberg, d. o. o.	Simfin, d. o. o.
Unidel, d. o. o.	Impol Infrastruktura, d. o. o.	Impol-Montal, d. o. o.	
Impol Servis, d. o. o.	Kadring, d. o. o.	Impol Stanovanja, d. o. o.	
	Alcad, d. o. o.		

MAP OF THE IMPOL INDUSTRIAL ZONE



RULES OF CONDUCT



Walking within the Impol Industrial zone is **permitted only along designated paths**.



Do **not touch anything or reach into the operating area of the machine or device during the tour**.
Beware of hot material!



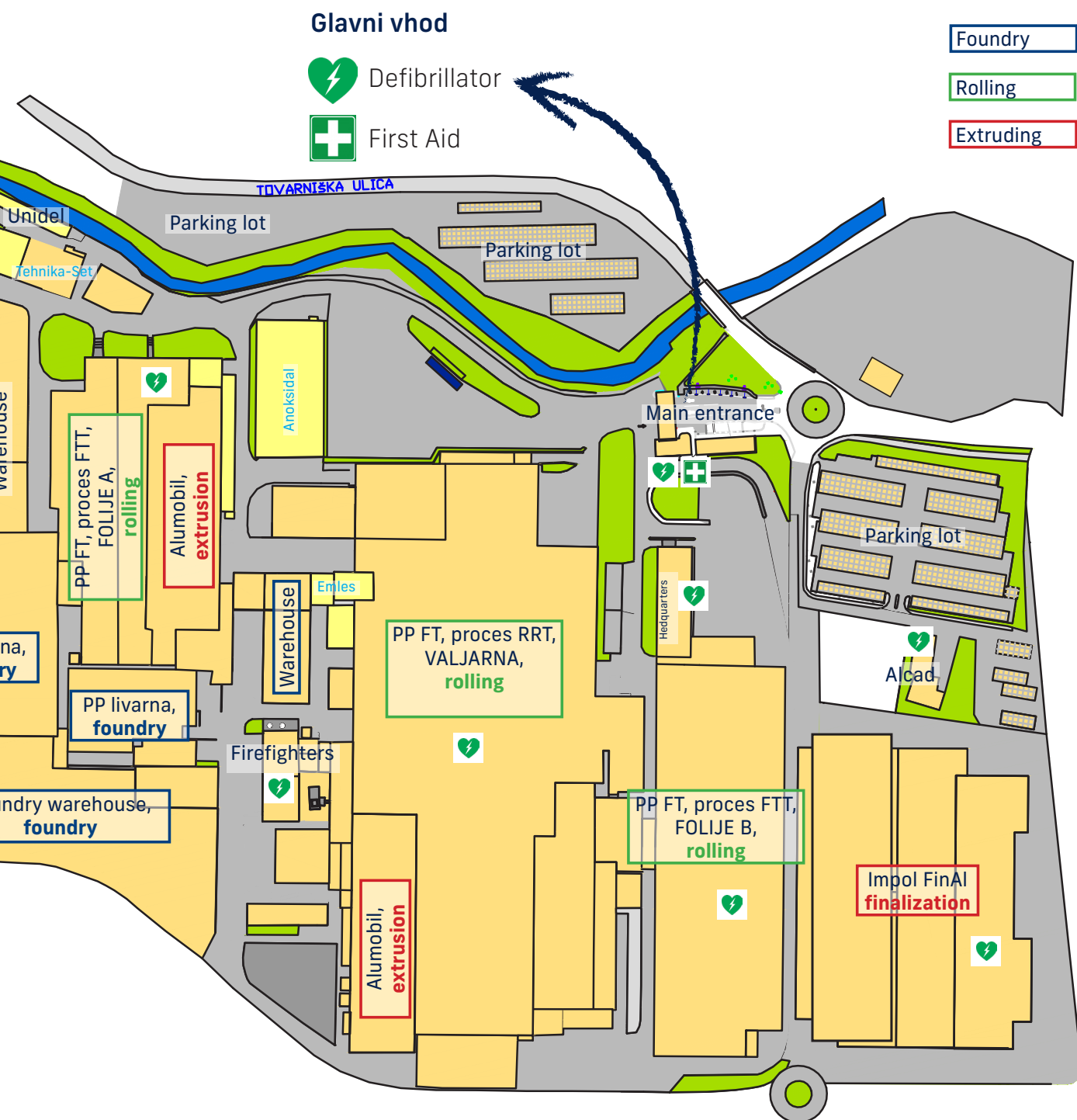
Watch out for **forklifts, trucks, and other traffic**.



Access to the Impol industrial zone is permitted only to persons who are not under the influence of alcohol or other psychoactive substances. In the event of suspected abuse, entry may be denied.



Filming or photographing inside the Impol industrial zone is not permitted.



Respect the waste sorting rules inside the Impol industrial zone.



The Impol industrial zone is **under video surveillance**

ENTERING THE IMPOL INDUSTRIAL ZONE

ENTRY RULES AND VISITOR ANNOUNCEMENT

In 2025, we introduced new entry rules for all employees, external visitors, contractors, and suppliers entering the Impol industrial zone.

1. Entry rules for employees

IMPORTANT: Employees may enter the industrial zone only through the turnstiles, using their personal identification card or key fob, which is also used to record working time.

If an employee forgets their card or key fob, they must follow the instructions provided by the security service. After the card is presented to the turnstile access terminal, the system allows a maximum of 3 seconds to enter or exit. If the employee does not pass through the turnstile within this time, re-entry is disabled. In this case, the employee must notify the security service, which will enable access.

2. Entry rules for external persons (visitors, contractors, suppliers)

IMPORTANT: All persons who are not employed by any company within the Impol industrial zone must be registered in advance by their host.

Visitor registration is completed in the Go Drive system, which users access via the Alcloud applications using their login credentials.

3. Instructions and additional information

Detailed instructions and procedures for registering visitors can be found in the Impol online classroom.

For additional information and technical support regarding the use of the Go Drive system, please contact the responsible persons:

Majk Fideršek,
majk.fidersek@kading.si, 041 797 155

FREQUENTLY ASKED QUESTIONS REGARDING VISITOR AND CONTRACTOR REGISTRATION

1. How do visitors and contractors enter the Impol industrial zone?

Every visitor or contractor must be properly registered in the GoDrive system. If no registration exists, the host must approve entry manually. Before entering, the visitor must familiarise themselves with the general terms and conditions, complete a short competency test, and provide proof of identity to the security service at the entrance.

2. Can only one person from a group of visitors, for example from the same company, be registered?

No. Each person must be registered individually, as every visitor must provide proof of identity, familiarise themselves with the general terms and conditions, and complete their own test. Group or collective registrations are not permitted.

3. How and when does a visitor receive an entry permit?

After a visitor registration has been created in the GoDrive system, the system automatically sends the visitor a notification containing the permit via the selected communication channel, either by phone or email. When entering the visitor's details, the appropriate notification option (phone or email) must be selected. The telephone number

must be entered in the correct format without the leading zero, for example 0038641797155 (format: country code followed by the number, e.g. 00386 for Slovenia). An incorrectly entered telephone number or email address may prevent the permit from being delivered.

4. Can I enter a long-term permit into the Go Drive system?

Yes, a permit can be entered into the system for a longer period, for example with a validity date until 31 December 2026. However, it should be noted that such a permit allows the visitor unrestricted access to the Impol industrial zone throughout the specified period without further approval from the host, which represents an increased security risk. In such cases, the security guard cannot assess whether entry is actually justified, while the host receives only one QR code for a long-term registration, issued when the registration is first created. The visitor must retain this code for the entire validity period of the permit. It is therefore recommended that permits be entered for individual visits or shorter periods.

FREQUENTLY ASKED QUESTIONS ABOUT THE NEW ENTRANCE

1. How do employees enter and exit the Impol industrial zone on foot?

To enter and exit, employees must use their time-tracking card or key fob to activate the turnstile via the grey reader (Četrta pot).

2. Is it possible to enter through the turnstile using the Kadris app on a phone?

Currently, entry using the Kadris app on your phone is not possible.

3. What can I do if I have forgotten or lost my card or key fob?

If an employee does not have the appropriate device to activate the turnstile, entry and exit must always take place via the main entrance.

The employee must report in person to the security staff at the reception; after verification, the security officer will issue a pass with a QR code for a single entry and exit.

Personal identification using an identity card is mandatory for this process.

In the event that the card or key fob is lost, the employee must purchase a replacement from the HR department (office no. 5).

4. Can employees enter the Impol industrial zone in their private vehicles?

Entry by private vehicle is permitted only for management personnel and emergency responders on the designated list, and exclusively during the course of an emergency intervention. Other employees are not permitted to enter with private vehicles.

5. May an on-call employee enter the industrial zone outside the time of an actual intervention, for example for an afternoon inspection or during the weekend?

No. On-call personnel are permitted to enter the industrial zone by private vehicle only during an actual intervention. Each intervention must be reported in advance to the security officer at the gate, who will verify the identity of the person responding to the intervention.

Misuse of the "Intervention" button is considered a violation and may result in a written warning.

6. Why does the turnstile block my entry and/or exit?

A control system is active on the turnstiles to prevent repeated entry or exit using the same identification card without following the correct sequence. If an employee does not start rotating the turnstile within three seconds after successfully registering their card, the system automatically locks the passage. Further entry or exit is then not possible without assistance from the security service.



MANAGEMENT COMMITMENT

THE MANAGEMENT OF THE IMPOL GROUP FACILITATED THE IMPLEMENTATION OF MANAGEMENT SYSTEMS INTEGRATED INTO BUSINESS PROCESSES AND ASSUMED RESPONSIBILITY FOR THEIR SUCCESS.

To ensure effective and efficient management systems, the management of the Impol Group has committed to the following guidelines and activities:

- Adopted and established the Impol Group Policy, which is appropriate to the company's purpose, supports the objectives and strategy of the Impol Group, and takes all relevant issues into account.
- Established objectives for the quality management system, environmental management system, occupational health and safety management system, energy management and sustainability.
- Provides all the resources required to manage the systems and ensures that the expected results are achieved.
- Promotes the use of the process approach at all levels of the company, as well as the identification of risks and potential opportunities.
- Communicates the importance of operating in accordance with the requirements of the quality management system, occupational health and safety management system, and environmental management system, and promotes the effectiveness of the management systems.
- Supports and guides personnel who contribute to the effectiveness and efficiency of the management systems, ensures employee development, and supports management staff across all areas of process operation.
- Requires all key employees to adopt annual objectives incorporating the key objectives of individual processes.
- Ensures that products comply with customer requirements and that deliveries are made on time.
- Regularly monitors process performance indicators and the achievement of objectives, and adopts measures and new objectives to ensure continual improvement.

GUIDES

PROVIDES RESOURCES

Andrej Kolmanič,
Chief Executive Officer

Irena Šela Štuki,
Chief Financial Officer

ENCOURAGES

Andrej Kolmanič,
Impol, d. o. o.

MONITORS INDICATORS

COMMUNICATES

Jure Čretnik,
Impol LLT, d. o. o.

mag. Urh Knuplež,
Impol PCP, d. o. o.

Dominik Strmšek,
Impol FT, d. o. o.

SUPPORTS

DEVELOPS

dr. Varužan Kevorkijan,
Impol R in R, d. o. o.

Boštjan Ješovnik,
Impol Infrastruktura, d. o. o.

Nina Potočnik,
Kadring, d. o. o.

POLICY OF THE IMPOL GROUP

Using advanced technologies we manufacture high-quality aluminium and aluminium alloy products. We offer comprehensive and quality services to our users. We are committed to sustainable management in order to prevent pollution and we strive to constantly reduce environmental impacts which are the consequence of our current and past activities. At the same time we are increasing our energy efficiency. We will constantly improve quality management systems, environmental management systems, health and safety at work, social responsibility and energy management system by following the commitments which we have set in various areas of our business operations.

QUALITY

- Our operations will be focused on business growth, long-term financial safety and added value per employee.
- We will increase the level of user satisfaction by meeting deadlines and ensuring timely deliveries and by upgrading the information system for an improved information transfer.
- We will invest in advanced technology and develop innovative products with higher added value.

THE ENVIRONMENT AND ENERGY

- We will contribute to preserving natural resources, decarbonisation and the reduction of GHG emissions by recycling secondary raw material and carefully using all resources, especially by reducing the specific consumption of energy products by developing and investing in energy-efficient installations.
- We will ensure responsible chemical management, increase the use of renewable energy sources, look for substitutes for hazardous substances and operate in accordance with the REACH directive.
- We will minimise the negative effects on the quality of air, water, land, forest, animal welfare and other natural resources, will reduce waste, preserve biodiversity and prevent forced evictions.
- We will invest in the best available techniques, introduce safer, healthier and environmentally friendly processes that will also reduce noise emissions. We will report GHG emissions and other data regarding the environment.

HEALTH AND SAFETY AT WORK

- We will build an organisational culture in which employee safety and health are a priority with the intention of constantly preventing the occurrence of accidents at work and other incidents.
- We will ensure a high degree of fire safety.
- We will constantly raise awareness among employees, train them for safe work and encourage a healthy lifestyle.
- We will include workers' representatives in the management of the safety and health at work system and regularly consult and actively encourage the involvement of our employees.

INFORMATION PROTECTION

- We will constantly invest in the improvement of processes, relevant technology and raise awareness among people in order to increase the level of information protection.
- We will build an organisational culture in which protecting the organisation's confidential business information, protecting personal information and other rights and liberties of individuals is an important aspect and a strong imperative of our operation.

RISK MANAGEMENT

- In all areas of operation we will recognise and manage risks that could jeopardise the company's operations.

PARTNERSHIP

- We will listen to the expectations, ideas and initiatives of all interested parties, particularly to users, employees and the public, and will respond to their needs.
- Our activities in the area of managing employees will be directed toward building employee commitment, encouraging teamwork, developing leadership and preventing injuries and damage to health.
- Each individual company will respect legal requirements on all levels and all other commitments adopted by the company with relevant interested parties.
- Impol Group will comply with all applicable laws and regulations related to the use of private or public security sources.

The specified policy of the Impol Group is binding for all companies and processes operating on its behalf.

Slovenska Bistrica, 20/04/2023

Andrej Kolmanič,
Chief Executive Officer



Irena Šela Štukl,
Executive Director of Finance
and Informatics



SEVEN PILLARS OF SUSTAINABLE DEVELOPMENT



SUSTAINABLE BUSINESS MODEL

We are accountable to our shareholders, the Board of Directors and the General Meeting. Our objective is to reinvest profits in expanding and modernising the material basis of our operations, while also increasing the value of shareholders' investments. In addition to profitability, one of our fundamental business objectives is to make a positive impact on the world.



ENVIRONMENTAL PROTECTION

Reducing environmental pollution is one of the Impol Group's key objectives. We achieve this by reducing the amount of input material required through lower material input ratios, increasing purchases of low-carbon primary aluminium and increasing the use of low-carbon energy. At the same time, we work to reduce emissions to air and preserve the unspoilt natural environment in our vicinity.



SUSTAINABLE PRODUCTS

Aluminium is lighter than steel, has excellent processing properties and absorbs impact forces more effectively. The use of aluminium in the automotive industry can reduce vehicle weight by as much as 40 per cent, thereby helping to reduce fuel consumption and, consequently, pollution.

Our objective is to restructure our product mix by accelerating the production of higher-value-added products and increasing the extent of additional product processing.

In product development, we will focus on eco-alloys while increasing the share of returnable packaging made from recycled material.

We have developed our own product brand, InfiniAL.

Which documents must every employee be familiar with?

The Impol Group Policy, The Impol Group Sustainable Development Policy, The Impol Group Code of Business Conduct and The Impol Group Management Manual.



EMPLOYEE CARE

We develop leadership excellence at all levels through clear objectives and guidelines. We ensure a fair and transparent remuneration system that encourages productive work and development.

In accordance with the SA8000 standard, we firmly reject employee exploitation, workplace discrimination, child labour and inappropriate disciplinary procedures.

We ensure fair pay for work well done, manage employees' working hours and encourage dialogue between social partners.

We continuously improve occupational health and safety and encourage employees to engage in creative and innovative work. We place great emphasis on employee satisfaction and career development.



RECYCLING

We are increasing the share of secondary raw materials in our input material mix and developing the relevant technological processes accordingly. We are investing in expanding our casting capacity for recycling. We are establishing closed-loop systems with customers to increase the processing of secondary raw materials. At the same time, we reuse aluminium recovered from dross processing.

We are also introducing the recycling of other production materials and auxiliary materials.



SUSTAINABLE PRODUCTION AND PROCESSES

We strive to achieve operational excellence, thereby increasing productivity and equipment utilisation while reducing process losses.

We focus on the digitalisation of work processes and on improving efficiency through the automation and robotisation of production lines.

Our objective is also to improve energy efficiency and, by 2030, achieve the national target of reducing energy consumption by nine per cent compared with the 2020 baseline.



PARTNERSHIP WITH THE LOCAL COMMUNITY

The Impol Group is one of the largest employers in Slovenia and has also received several awards as the best employer in the region. We therefore have a significant impact on the quality of life in the local community.

We also demonstrate our commitment to the local environment by sponsoring associations and local events, contributing to the development of the municipality, and supporting the development of local education programmes.

EMPLOYMENT, TERMINATION, RETIREMENT

HUMAN RESOURCES DEPARTMENT

The Impol Group has a **central Human Resources Department**, which operates within Kadring, d. o. o. The HR offices are located in the Impol Administration Building, on the ground floor to the left.

Contact details for the Impol HR Office:

Where can you find us? Ground floor of the Administration Building, Room 5 (HR Office)

Who are we?

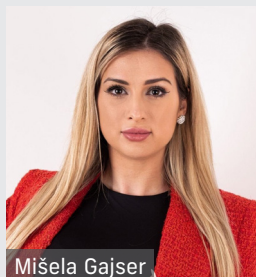
Mišela Gajser, personnel records, compulsory student work placements, scholarships and working time recording (misela.gajser@kadring.si, 02 845 39 05)

Ana Štern, personnel records, retirement and termination of employment, solidarity assistance (ana.stern@kadring.si, 031 622 745)

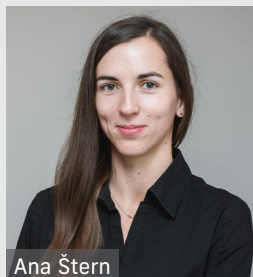
Metka Lešnik, legal advice (metka.lesnik@kadring.si, 051 428 489)

How can you contact us? In person at the office by prior appointment, by email or by telephone, depending on the area of responsibility.

For general enquiries, you can also send an email to **kadrovska.pisarna@impol.si**.



Mišela Gajser



Ana Štern



Metka Lešnik



1. What changes must I report to the Human Resources Department, and within what timeframe?

Every employee is required to keep the Human Resources Department promptly informed of all material circumstances that affect or could affect the fulfilment of their contractual obligations, as well as any changes to information that affects the exercise of their employment rights. Employees must notify the Human Resources Department of any such change within eight days and provide the relevant supporting documentation.

a) Change of first name and/or surname: the details of the contracting parties are a mandatory component of the employment contract. Therefore, a change of first name or surname also requires an amendment to the employment contract.

b) Change of other personal details, for example a change of a bank account, EMŠO (personal identity number), tax number or citizenship, or the completion of a higher or different level of education.

c) Change of permanent or temporary address: the address provided by the employee is used by the employer for the delivery of documents and also forms the basis for the reimbursement of travel expenses to and from work, as well as in certain other cases.

d) Birth of a child: this information is required if the employee wishes to receive an additional day of annual leave or would like the child to be invited to events organised for employees' children within the Impol Group.

e) Decision on the care of a person with a severe physical disability or a moderate, severe or profound disability: this information is required if the employee wishes to receive additional days of annual leave.

f) Expected retirement date: this information is required for workforce planning, work organisation and succession development.

2. Within what period after I start work is my employer required to register me for pension and health insurance?

The employer is required to register the employee for compulsory pension, disability and health insurance, as well as unemployment insurance, before the employee starts work, and to provide them with a photocopy of the regis-

tration as proof within 15 days of their start date.

3. What type of group accident insurance did I join when I started working at Impol? What does it cover, and whom should I contact in the event of an accident?

Upon joining the Impol Group, every employee is insured against accidents with Zavarovalnica Sava. The insurance is arranged under two policies. Under one policy, the employer is entitled to receive the insurance benefit, while under the other, the employee is the beneficiary. This means that in the event of an accident, death or disability of the employee, compensation is paid both to the employee or their heirs and to the employer. The insurance provides 24-hour cover, which means that you are insured against accidents at home and during your free time, at the workplace, and while travelling to and from work. You enrol in the insurance when signing your employment contract at the HR Office, and you are removed from the insurance when you leave the Impol Group.

If you suffer an accidental injury, you can claim the insurance benefit directly from the insurance company or through the secretariat of the company where you are employed. There, you will receive the appropriate form, usually a claim form, which you then submit to the insurance company together with supporting evidence relating to the accident, such as medical documentation, certificates, reports and other relevant documents. All further communication regarding the claim takes place directly between the employee and the insurance company Zavarovalnica Sava, contact: nezgode@zav-sava.si.

IMPOL EMPLOYEES
HAVE MORE THAN
500
CHILDREN,
WHO GATHER EACH
YEAR FOR A VISIT
FROM SANTA CLAUS

4. What is voluntary supplementary group pension insurance?

Supplementary pension insurance is a form of dedicated saving for an additional pension. It is a statutory savings scheme regulated by the Pension and Disability Insurance Act.

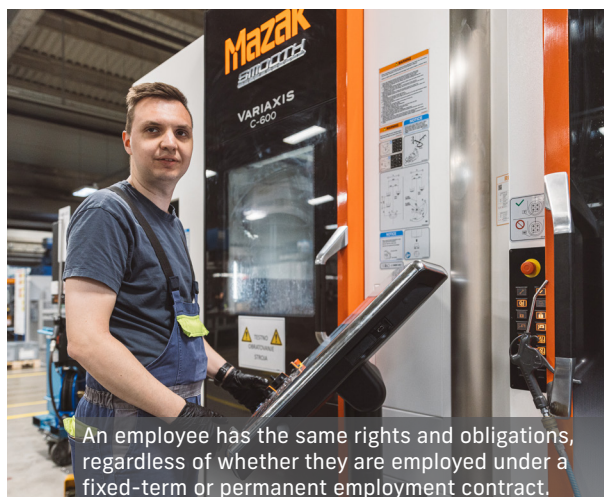
Employers within the Impol Group offer employees a choice of two providers of collective supplementary pension insurance: Sava pokojninska and Modra zavarovalnica. Upon employment, employees sign a declaration selecting one of the providers and the amount of the monthly premium (contribution), or request that the employer does not enrol them in this type of insurance.

If an employee decides to join the collective supplementary pension insurance scheme, they are enrolled after six months of employment at Impol. Once enrolled, part of the selected premium is paid by the employer, while the remaining part is paid by the employee in monthly instalments through a direct payroll deduction.

Employees may terminate the insurance at any time, but withdrawals are subject to restrictions. The employer's contributions, together with the associated returns, remain in the employee's individual account until retirement. At that time, the funds may be paid as a lump sum only if the total amount does not exceed EUR 5,000. If the amount exceeds EUR 5,000, the employee will receive a supplementary pension. Employees may withdraw their own contributions at any time.

5. What rights do I have as an employee?

The employer has certain obligations towards employees, the most important of which include: regular and timely payment for work and reimbursement of work-related expenses (travel expenses and meals), provision of work, compliance with rules on breaks and rest periods, the right to annual leave and holiday allowance, the right to safe work and a healthy working environment, the right to training and education, the right to trade union activity and participation in management, protection of the employee's personality and dignity, protection of the employee's personal data and privacy, prohibition of discrimination, harassment and bullying in the workplace, and ensuring the right to disconnect.



An employee has the same rights and obligations, regardless of whether they are employed under a fixed-term or permanent employment contract.

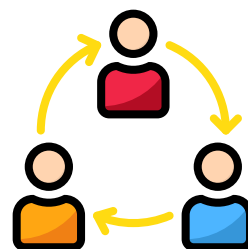
6. What are my obligations as an employee?

In addition to rights, employees also have obligations arising from the employment relationship. The most important obligation is to perform their work conscientiously, on time, to a high standard, efficiently and economically, and to arrive at work regularly and punctually.

Other employee obligations include complying with the employer's requirements and instructions relating to the fulfilment of employment obligations; completing training for safe work and the required knowledge tests; complying with and implementing occupational health and safety regulations and measures; consistently using personal protective equipment; carrying out work carefully in order to protect themselves and others; complying with reporting obligations; protecting trade secrets; and refraining from conduct that could cause harm.

Employees must also record their arrival at and departure from work and may not leave their workplace or finish work early without their manager's permission.

Employees must also comply with all other prescribed obligations. In the event of a breach, they may be liable for damages, while a serious breach of employment obligations may also result in disciplinary liability, including disciplinary sanctions, warnings or termination of employment.



FIXED-TERM EMPLOYMENT CONTRACT

1. Does anyone notify me when my fixed-term employment contract expires?

The employee receives notice of the expiry of their fixed-term employment contract at least three days before it ends.

2. What are my rights and obligations if I am employed under a fixed-term employment contract?

Employees have the same rights and obligations regardless of whether they are employed under a fixed-term or indefinite employment contract.

3. Am I entitled to severance pay when my fixed-term employment contract expires?

An employee whose fixed-term employment contract expires is entitled to severance pay. However, an employee is not entitled to severance pay upon the expiry of a fixed-term employment contract in the following cases:

- where the contract was concluded to replace a temporarily absent employee,
- where the contract was concluded for seasonal work lasting less than three months in a calendar year,
- where the contract was concluded for public works or due to participation in active employment policy measures in accordance with the law.

The basis for calculating severance pay is the employee's average monthly salary for full-time work over the final three months, or over the period worked before the expiry of the fixed-term employment contract.

The employee is not entitled to severance pay where the employee and employer conclude an indefinite employment contract during the term of, or after the expiry of, the fixed-term employment contract; where the employee continues working under an indefinite employment contract; or where the employee does not accept an indefinite employment contract for suitable work offered by the employer after the expiry of the fixed-term employment contract.

CHANGE OF JOB POSITION

1. Who can I speak to if I would like to move to a different work position?

If an employee wishes to change their current position and take on different work, they can discuss the available options with their supervisor. They should also monitor

INFORMATION:
FOR DETAILED INFORMATION ABOUT RETIREMENT, PLEASE CONTACT THE HR DEPARTMENT:
031 622 745
KADROVSKA.PISAR-NA@IMPOL.SI

internal vacancies and other public job advertisements published by the employer.

Each job advertisement specifies the requirements for the position and the application deadline. If the employee meets the requirements, they may submit their application within the specified deadline to the address stated in the internal vacancy notice or public job advertisement.



If an employee wishes to change positions and take on a different role, they can discuss the available options with their immediate supervisor.

RETIREMENT

1. When can I retire?

An employee may retire once they become entitled to an old-age pension, namely:

- at the age of 65, provided they have completed at least 15 years of insurance or
- at the age of 60, provided they have completed 40 years of pensionable service without purchased periods.

Any employee can obtain information on the date on which they will meet the conditions for entitlement to an old-age or early retirement pension by completing the form "Request for Prior Written Information", available on the website of the Pension and Disability Insurance Institute of Slovenia (ZPIZ), and submitting it to ZPIZ.

An employee may also retire in other special cases provided for by ZPIZ-2.

2. How much is the retirement severance pay?

Upon retirement, an employee is entitled to severance pay under the following conditions and in the following amounts:

- after 5 years of service with their last employer, one average monthly salary in the Republic of Slovenia over the previous three months, or one average monthly salary of the employee over the previous three months, whichever is more favourable to the employee;
- after 10 years of service with their last employer, two average monthly salaries in the Republic of Slovenia over the previous three months, or two average monthly salaries of the employee over the previous three months, whichever is more favourable to the employee;
- after 20 years of service with their last employer, three average monthly salaries in the Republic of Slovenia over the previous three months, or three average monthly salaries of the employee over the previous three months, whichever is more favourable to the employee.
- If an employee retires within three months of meeting the conditions for an old-age pension and has also completed 40 years of service with their last employer, they are entitled to retirement severance pay equal to four average monthly salaries in the Republic of Slovenia over the previous three months, or four average monthly salaries of the employee over the previous three months, whichever is more favourable to the employee.

3. What arrangements are made for the retirees' gathering?

The retirees' gathering is generally held on the first Friday in December. Retirees (former employees) receive an invitation by post at the last address known at the time of their retirement.

TERMINATION OF EMPLOYMENT, NOTICE PERIOD AND SEVERANCE PAY

1. What is my notice period if I wish to take up employment with another employer?

The employee's notice period is specified in the employment contract. If it is not specified in the employment contract, the statutory minimum notice period applies as follows:

- a. 15 days for up to one year of employment with the employer,
- b. 30 days after one year of employment with the employer.

A longer notice period may be agreed in the employment contract or collective agreement, but it may not exceed 60 days.

2. On what grounds may my employer terminate my employment contract?

The grounds on which an employer may give an employee ordinary notice of termination are:

- **the cessation of the need to perform certain work** under the conditions set out in the employment contract due to economic, organisational, technological, structural or similar reasons on the employer's side (business reasons)
- **failure to achieve the expected work results** because the employee does not perform their work on time, professionally and to the required standard, or failure to meet the conditions for performing the work prescribed by law or other regulations issued on the basis of law, as a result of which the employee does not or cannot fulfil their contractual or other employment obligations (grounds of incapacity),
- **breach of contractual or other employment obligations (grounds of misconduct),**
- **inability to perform work under the conditions set out in the employment contract due to disability**, in accordance with the regulations governing pension and disability insurance or the regulations governing vocational rehabilitation and the employment of persons with disabilities,
- **unsuccessful completion of the probationary period.**

In cases specified by law, the employer may also terminate the employee's employment contract with immediate effect.

3. Am I entitled to severance pay if my employer terminates my employment contract?

An employer who terminates an employment contract for business reasons or on grounds of incapacity must pay the employee severance pay. The employee is entitled to severance pay in the following amount:

- 1/5 of the basis referred to in the preceding paragraph for each year of service with the employer, if they have been employed by the employer for more than one year and up to ten years,
- 1/4 of the basis referred to in the preceding paragraph for each year of service with the employer, if they have been employed by the employer for more than ten years and up to 20 years,
- 1/3 of the basis referred to in the preceding paragraph for each year of service with the employer, if they have been employed by the employer for more than 20 years.

4. What is the notice period if my employer terminates my employment contract?

If the employer terminates the employment contract during the probationary period because the employee has not successfully completed the probationary period, the notice period is **seven days**.

In the event of ordinary termination of the employment contract by the employer for business reasons or on grounds of incapacity, the notice period is:

- **15 days** for up to one year of employment with the employer,
- **30 days** for between one and two years of employment with the employer.

After two years of employment with the employer, the 30-day notice period increases by two days for each completed year of employment with the employer, up to a maximum of 60 days.

After more than 25 years of employment with the employer, the notice period is 80 days.

If the employer terminates the employment contract on grounds of misconduct, the notice period is 15 days.

In the event of termination with immediate effect, the employment contract ends without a notice period.

WORKING TIME ARRANGEMENTS

WORKING TIME

1. Can my working hours be changed?

An employee's working hours may be changed under the conditions laid down by law, the collective agreement and the employer's general acts. The employee's working hours, including daily or weekly working hours and their distribution, are a mandatory element of the employment contract. The employment contract specifies the work schedule according to which the employee works and also provides that, if the employee is required to work according to a different work schedule, the employer will notify them at least three days before work under the new schedule begins.



2. Can I have fewer hours than planned under the work schedule (a negative balance)?

As a rule, a negative balance may not be carried over to the following month. If an employee has a negative balance of eight hours or more at the end of the month, they must cover it by taking annual leave.

3. When am I entitled to the project allowance for flexible working hours?

An employee is entitled to the project allowance for flexible working hours when uninterrupted operation of the production process is ensured with fewer workers during the meal break. The allowance is intended to compensate for the increased workload of employees who continue working with fewer workers available. For example, rolling does not stop during the meal break and is carried out by a smaller number of employees. The allowance amounts to 0.6 points per hour and is calculated on the basis of the individual employee's basic salary.

OVERTIME WORK

1. How and when is overtime work paid?

Overtime work is work performed beyond full-time working hours. It is very important to distinguish between work performed under an uneven distribution of working time and overtime work.

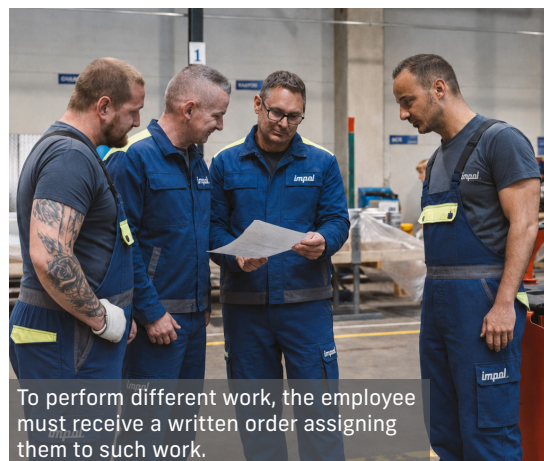
Under an uneven distribution of working time, an employee may work more hours than their scheduled working obligation. These hours are added to their positive balance and are subsequently taken as paid time off within the same year through the use of accrued hours.

Overtime work, however, involves urgent work that results in the employee working more hours over the course of the year than the full-time working hours. Overtime work must be ordered in writing by the employer and must be justified, as it is performed during less favourable working hours. In this case, the employee is entitled to an overtime allowance amounting to 52% of their basic salary.

2. When and how will I be informed that I am required to work overtime?

As a rule, the employer must order overtime work in writing before the work begins. If, due to the nature of the work or the urgency of the overtime, it is not possible to issue the order in writing before the work begins, overtime may also be ordered verbally.

In such cases, the written order must be provided to the employee afterwards, but no later than the end of the working week following the completion of the overtime work.



To perform different work, the employee must receive a written order assigning them to such work.

3. How much overtime can I work?

Overtime work may not exceed eight hours per week, 20 hours per month and 170 hours per year.

A working day may not exceed ten hours. The daily, weekly and monthly time limits are applied as average limits over a six-month period.

With the employee's consent, overtime work may exceed the annual limit, but may not exceed a total of 230 hours per year. Each time overtime exceeding 170 hours per year is ordered, the employer must obtain the employee's written consent.

PERFORMING DIFFERENT WORK

1. How long may I perform work that is not specified in my employment contract?

Temporary performance of work that is not specified in the employment contract constitutes the performance of different work. An employee is required to perform different work for as long as the reasons specified in the relevant sectoral collective agreement or by law continue to exist, but for no more than 65 working days in an individual calendar year; with the employee's consent, this may be extended by a further 30 working days in the calendar year. An employee may only be assigned different work for which the required level of education is the same as, or with the employee's consent at most one level lower than, the level required for the work specified in the employee's employment contract. The employee must receive a written order assigning them to different work.

2. How am I paid when I perform different work?

For the period during which the employee performs different work, they receive whichever salary is more favourable to them.

RECORDING WORKING TIME

1. Where and how do I record my arrival at and departure from work?

Employees record their regular working hours at the designated time-registration points. Permission to leave work before the end of regular working hours is issued by the employee's immediate supervisor or an employee authorised by the supervisor, electronically in the electronic permits module in KADRIS 4.

2. What counts as working time when I am on a business trip?

If a business trip takes place during the employee's regular working hours or on one of the employee's working days, no more hours are counted as working time on that day than the employee's scheduled working obligation for that day. If a business trip takes place outside regular working hours or on a day that is not the employee's working day, such as a Saturday, Sunday or public holiday, the time spent on the business trip is counted as working time, up to a maximum of eight hours per day.

SALARY, ALLOWANCES AND BONUSES

SALARY

1. On which day of the month is the salary paid?

Salary for the previous month is paid no later than the 18th day of the current month. If the 18th day of the month falls on a Saturday, the salary is paid on Friday, the 17th day of the month. If the 18th day of the month falls on a Sunday, the salary is paid on Monday, the 19th day of the month.



2. Where is my basic salary specified?

The basic salary (hourly rate) is specified as a monetary amount in the employment contract. The hourly rate is determined by multiplying the number of points per hour arising from the classification of the position into a tariff class and tariff group under the Job Classification Rules by the gross value of a point. At the time this handbook was issued, the gross value of one point per hour was EUR 0.942.

3. What does my salary consist of?

The salary consists of:

- basic salary,
- allowances, and
- a performance-based component: performance-based pay is an incentive payment for team and individual work performance. The conditions for the payment of incentives are determined each year by an agreement between the employer and the trade union, based on a proposal from the Management Board, no later than the end of January of the current year.

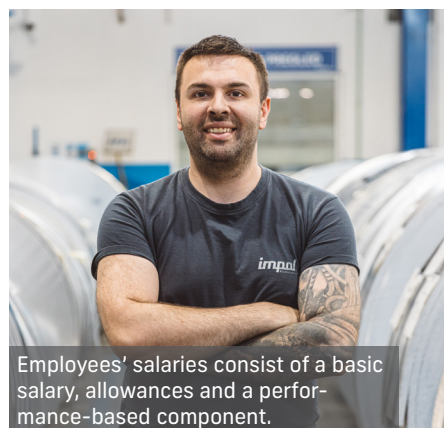
SALARY

FOR THE PREVIOUS MONTH IS PAID
NO LATER THAN THE 18TH DAY OF THE
CURRENT MONTH.

4. What types of allowances are there?

The following allowances are available:

- Total length-of-service allowance: for each completed year of total service, the employee is entitled to an allowance of 0.5% of the basis.
- Length-of-service allowance with the current employer: for each completed year of service with the employer, the employee is entitled to an allowance of 0.2% of the basis.
- Allowance for work performed at times that are less favourable to employees:
 - afternoon shift work: 12% of the basis
 - interruption of work lasting one hour or more: 15%
 - night work: 65%
 - overtime work: 52%
 - work on Sundays and other days off according to the work calendar for one-shift and three-shift work: 50%
 - work on public holidays and statutory non-working days: 100%
 - four-shift work: 15%
- If an employee is required to work on a public holiday or another statutory non-working day because of the needs of a continuous production process or the nature of the work, they are granted a paid day off on another working day, no later than within one month. If this is not possible, the employee receives a 100% allowance instead of the day off.
- Mentoring allowance: an employee acting as a mentor is entitled to an allowance of 1.0 point per hour for the hours of mentoring performed.
- Project allowance: an employee carrying out a project assignment is entitled to a project allowance as a separate salary allowance. The project allowance is determined monthly and calculated for



Employees' salaries consist of a basic salary, allowances and a performance-based component.

the days on which the employee works on the project. The amount of the project allowance is expressed in points per hour.

- Allowance for adverse working-environment conditions and specific occupational hazards: this allowance is determined on the basis of workplace-environment measurements and exposure to specific occupational hazards, taking into account the risk assessment for the individual position, in accordance with the Rules on the Allowance for Adverse Working-Environment Conditions and Specific Occupational Hazards and on Additional Annual Leave for Work in Such Conditions.
- Compensation for on-call duty at home: an employee is entitled to compensation for on-call duty at home amounting to 15% of the basic salary for full-time work. On-call duty at home may be assigned for no more than 10 days per month. On-call duty at home is a work obligation and is not counted as working time.

5. What about the 13th salary?

The conditions for performance-related business payments are determined each year by an agreement between the employer and the trade union, based on a proposal from the Management Board, or by a management decision.

6. When can I be promoted in my position?

An employee may be promoted within their position by being placed, for the duration of the promotion, in a tariff group with a higher number of points than the position for which they have concluded an employment contract is assigned under the Job Classification Rules. The decision on promotion is made by the company director on the proposal of the employee's immediate supervisor or the process manager, subject to approval by the HR Director. The fulfilment of the promotion criteria is reviewed once a year for all employees. Based on this review, a decision is made either to grant a promotion or to discontinue the promotion in the following period.

An employee may be promoted if:

- they exceed the competencies required for their position or demonstrate the desired competencies for the position; or
- their average work-performance rating in the previous year was above average compared with other employees in the company.

7. Does my employer reimburse the cost of travelling to and from work?

An employee is entitled to reimbursement of the cost of travelling to and from work for each day of attendance at work, provided that their usual residence is at least 1.5 kilometres from the place of work. Travel costs are reimbursed as mileage at the highest amount that is not included in the taxable employment-income base, for each full kilometre (EUR 0.21 per kilometre). The shortest possible road connection is used to determine the distance.

8. Will my employer reimburse increased travel costs if I change my place of residence?

If an employee changes their place of residence, they must notify the employer and submit proof of the change of residence to the HR Department within eight days. If the new permanent or temporary residence is further from the employer's registered office than the residence specified in the employment contract, the employee is entitled to reimbursement of the increased costs only if the employer agrees. This is arranged by amending the employment contract.

9. When am I entitled to a meal break?

An employee who works full time, or an employee who works part time but at least four hours per day, is entitled to a break during working hours (a meal break). If an employee works part time but at least four hours per day, they are entitled to a break in proportion to the time spent at work. The break may be scheduled only after one hour of work and no later than one hour before the end of working hours. In individual processes, the timing of the meal break is determined according to the organisation of work.

An employee who works more than 10 hours per day due to a redistribution of working time or overtime work is entitled to an additional hot meal or reimbursement of meal expenses during work in the amount of EUR 0.99 for each completed hour of attendance at work after the first eight hours.

Meals must be ordered in advance. Orders are placed electronically at <https://sovita.eggos.si:1250/Narocanje> or by scanning the QR code.



After opening the application, log in using the username IMP followed by your personnel number (example: IMP93271); your password is your tax number. A meal must be ordered by 12:00 on the current day if you wish to eat it the following morning, by 18:00 if you wish to eat it the following afternoon, or by 12:00 on the current day if you wish to eat it during the night shift on the same day. A pre-order may be cancelled on the day the meal is to be used by 7:00 for a morning meal, or by 12:00 for an afternoon or night-shift meal.

10. How do I pay for my meal? How much does the employer pay and how much do I pay myself?

The meal is paid for at the cafeteria checkout when the ordered meal is collected. The meal is collected using the card or key used for recording working time. Each day, depending on the employee's attendance, the amount agreed with the meal provider, Sovito, is credited to the employee's card. In addition to this amount, the difference between the value of the meal and the highest amount that is not included in the taxable employment-income base is paid with the salary. Employees can monitor the credited reimbursement for meals during work and the amount actually spent on meals in KADRS 4 under the "Meals" section.

SOLIDARITY ASSISTANCE AND LONG-SERVICE AWARDS

1. In which cases am I entitled to solidarity assistance?

An employee or their family is entitled to solidarity assistance in the following cases:

- death of the employee,
- death of an immediate family member of the employee,
- the employee becoming severely disabled (at least category II),
- a natural disaster or fire.

2. Am I entitled to solidarity assistance if I am injured and absent from work for an extended period?

An employee is also entitled to solidarity assistance once per year in the event of a prolonged illness or injury resulting in an absence of more than three months. The amount is EUR 400.

3. How many years must I have worked to receive a long-service award?

Employees who concluded their employment contract on or before 31 December 2005:

- for 10 years of total service: one minimum basic salary for tariff class 1 under the relevant sectoral collective agreement,
- for 20 years of total service: one and a half minimum basic salaries for tariff class 1 under the relevant sectoral collective agreement,
- for 30 years of total service: two minimum basic salaries for tariff class 1 under the relevant sectoral collective agreement,
- for 40 years of service with the current employer: two and a half minimum basic salaries for tariff class 1 under the relevant sectoral collective agreement.

Employees who concluded their employment contract on or after 1 January 2006:

- for 10 years of service with the current employer: one minimum basic salary for tariff class 1 under the relevant sectoral collective agreement,
- for 20 years of service with the current employer: one and a half minimum basic salaries for tariff class 1 under the relevant sectoral collective agreement,
- for 30 years of service with the current employer: two minimum basic salaries for tariff class 1 under the relevant sectoral collective agreement,
- for 40 years of service with the current employer: two and a half minimum basic salaries for tariff class 1 under the relevant sectoral collective agreement.

4. When is the long-service award paid?

The long-service award is paid with the first salary payment after the eligibility requirements have been met.

5. When do I receive an Impol badge?

An employee receives an Impol badge for 10, 20, 30 or 40 years of uninterrupted service exclusively within the Impol Group.

IMPOL BADGES:

EMPLOYEES
RECEIVE THEIR
IMPOL BADGE AT THE
ANNUAL GATHERING
OF LONG-SERVICE
AWARD RECIPIENTS
AND INNOVATORS,
HELD AT THE END OF
NOVEMBER

EDUCATION AND TRAINING

TRAINING

1. Why are different training programmes organised and why are we required to attend them?

Through planned employee training within the Impol Group, we provide the conditions needed to achieve the objectives set out in the long-term strategy and annual targets. Our aim is to train employees to perform tasks and apply the procedures in which those tasks are defined.

At the same time, we want employees to be aware of:

- their responsibilities,
- the importance of complying with the requirements of the Impol Group Policy,
- which quality characteristics at a particular stage of a process may significantly affect the quality of the tasks performed and the quality of the product,
- the consequences for the customer in the event of non-compliance with quality requirements,
- the actual or potential significant environmental impacts of their work and the environmental benefits resulting from improvements in their own conduct,
- the actual or potential hazards and risks associated with their activities and the occupational health and safety benefits resulting from improvements in their own conduct,
- the possible consequences of failing to follow prescribed procedures.

An employee who is instructed to attend training and has no objectively justified reason for being absent or failing to attend must participate. Failure to do so constitutes a serious breach of employment obligations. Training hours are counted as the participant's working time.



2. What types of training are provided at Impol?

Impol provides all statutory training that employees are required to complete in order to perform their work. Training is also provided in the following areas: technical skills, metallurgy, occupational health and safety, environmental protection, efficient use of energy, data protection, information security, computer skills, teamwork, communication and organisational culture, leadership skills, business operations, project management, planning, innovation, quality, introduction of new methods, lean manufacturing, standards, sales, accounting and other areas.

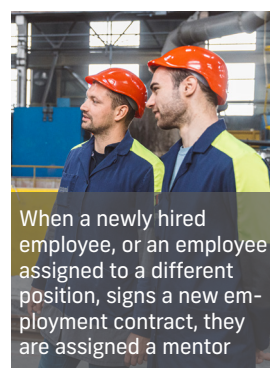
MENTORING

1. What is mentoring and who is it intended for?

When a newly hired employee, or an employee assigned to different work duties, signs a new employment contract, they are assigned a mentor and a mentoring programme is prepared. The mentor is appointed by the process manager in cooperation with the HR Department. The mentor is responsible for training the employee and enabling them to become familiar with the position as quickly as possible. Everyone who provides mentoring must be appropriately trained. The duration and content of the mentoring programme are determined according to the position and the work duties involved.

2. How does mentoring work?

- Every employee is assigned a mentor upon employment.
- The mentor is appointed by the process manager in cooperation with the HR Department.
- The mentor prepares a training programme with objectives in cooperation with the HR Department.
- The training period is determined and lasts from three to six months, depending on the complexity of the work duties.
- The mentor is required to train the employee in accordance with the prepared programme.
- Once the mentoring period has been completed, a practical knowledge test based on the mentoring programme is conducted by the process manager, the mentor and either a competency-development adviser or a safety engineer.
- The test assesses knowledge of quality, occupational safety, environmental protection, general awareness of the organisational culture within the Impol Group and the specific requirements of the individual position.
- After the test, the mentor assesses the employee's performance and the employee provides feedback on the mentor.
- If the employee does not pass the test, they must repeat it or are deemed not to have successfully completed their probationary period, depending on the circumstances of the individual case.



When a newly hired employee, or an employee assigned to a different position, signs a new employment contract, they are assigned a mentor

ANNUAL LEAVE, SICK LEAVE AND OTHER ABSENCES

ANNUAL LEAVE

1. How many days of annual leave am I entitled to? Does my entitlement increase with years of service?

Annual leave in an individual calendar year may not be shorter than four weeks, regardless of whether the employee works full time or part time. The employee's minimum number of annual-leave days depends on the number of working days per week in their work schedule.

Additional days are added to the minimum annual-leave entitlement according to the following criteria:

Employee's length of service:

- more than 3 and up to 5 years of total service - 1 day,
- more than 5 and up to 10 years of total service - 2 days,
- more than 10 and up to 20 years of total service - 3 days,
- more than 20 and up to 30 years of total service - 4 days,
- more than 30 years of total service - 5 days.

Working conditions:

- a. Up to three additional days of annual leave for work involving adverse working-environment conditions and specific occupational hazards, in accordance with the relevant rules.
- b. Employees who, under their employment contract, have performed shift work for at least six months:
 - night work - 2 days,
 - shift work (four-shift work or a special two-shift arrangement) - 1 day.

Social and health-related criteria:

- an employee who has reached the age of 50 - 3 days,
- an employee with at least 60% physical impairment - 4 days,
- an employee with disability status - 4 days,
- an employee who cares for or looks after a person with a severe physical disability or a moderate, severe or profound disability - 4 days,
- an employee for each child under the age of 15 - 1 day,
- a single mother or father with three or more children under the age of 10 - 3 days.



2. Do I receive an additional day of annual leave if a child is born during the year?

An employee is entitled to an additional day of annual leave if a child is born to them during the year. If an employee meets the criteria for a change in the length of annual leave, the change is taken into account when annual leave is calculated for the current calendar year.

3. How many days of annual leave am I entitled to if I start working in the middle of the calendar year?

An employee who enters into or terminates employment during the calendar year and whose period of employment in that calendar year is less than one year is entitled to one twelfth of the annual-leave entitlement for each month of employment (a proportionate part of annual leave). If an employee concludes an employment contract with another employer during the calendar year, each employer must allow the employee to use a proportionate part of their annual leave according to the duration of employment with that employer in the current calendar year, unless the employee and employer agree otherwise.

4. By when must the employer inform me how many days of annual leave I have?

The employer must notify employees in writing by email of their annual-leave entitlement for the current calendar year no later than 31 March. Newly hired employees receive the notification after all information affecting the length of their annual leave has been obtained.

5. Whom do I inform if I want to take annual leave?

An employee must notify their immediate supervisor of planned annual leave at least three days in advance by entering the absence in KADRIS 4 (annual leave – LDO). The supervisor approves or rejects the request based on operational needs and the annual-leave schedule. If the employee cannot access KADRIS 4, the absence is entered together with the supervisor. The decision must be communicated clearly and within a reasonable time. Annual leave may not begin without approval, as this would breach contractual obligations. An employee may take three days of annual leave on dates of their choice by notifying their immediate supervisor at least one day in advance.

6. By when must I use my annual leave?

An employee must use at least two weeks of annual leave by the end of the current calendar year. The remaining annual leave may be used, in agreement with the employer, by 30 June of the following year. Any annual leave that could not be used during the current calendar year or by 30 June because of absence due to illness or injury, maternity leave or leave for the care and protection of a child may be used by 31 December of the following year.

7. Must the employer pay me for annual leave if I do not use all of it?

A statement by which an employee waives the right to annual leave is invalid. An agreement between the employee and the employer providing financial compensation for unused annual leave is also invalid, except upon termination of employment.

8. Can I transfer annual leave from an employer outside the Impol Group?

Annual leave cannot be transferred from an employer outside the Impol Group.

PAID ABSENCE FROM WORK DUE TO PERSONAL CIRCUMSTANCES

1. How many days may I be absent due to personal circumstances or unforeseen life events such as the death of a family member, the birth of a child, a fire or relocation?

An employee is entitled to paid absence from work for a total of no more than seven working days in an individual calendar year due to the following personal circumstances:

- the employee's own wedding – 3 days,
- the wedding of the employee's child – 1 day,
- relocation of the employee's or their family's permanent residence to another town or municipality – 3 days,
- relocation of the employee's or their family's permanent residence within the same town or municipality – 1 day,
- the father upon the birth of a child – 2 days,
- death of a spouse, or of a person who lived with the employee for the previous two years in a cohabiting relationship equivalent to marriage under the regulations governing marriage and family relations, or death of a child or adopted child – 3 days,
- death of a parent – 2 days,
- death of the spouse's parents, a brother, sister or grandparent – 1 day,
- natural disaster – 4 days.

2. Whom do I notify and when if I need to take special leave?

When special leave is taken because of an unexpected event, the employee must inform their immediate supervisor on the same day or no later than within 24 hours of the unexpected event. When special leave is taken because of an event planned in advance, the employee must inform their immediate supervisor no later than 10 days before the event.

No later than three days after returning to work, the employee must provide the immediate supervisor with written evidence clearly showing the reason for the absence for which special leave was approved.

3. What should I do if I am required to appear in court as a witness?

If an employee receives a court summons requiring them to attend a hearing as a witness, they must comply with the summons and the employer must allow them to be absent from work. The employee must inform their supervisor of the absence in good time so that the supervisor can organise the work process appropriately. After attending court, the employee must submit proof of attendance to the supervisor.

SICK LEAVE

1. Whom should I notify and when if I become ill or injured?

An employee must notify their immediate supervisor of an absence due to illness or injury immediately after the start of sick leave and no later than within 24 hours of the start of sick leave. If the employee is unable to do so personally, a family member must report the absence.

2. Whom should I tell when I will return to work, and how far in advance?

The employee must notify their immediate supervisor as soon as they receive information about their return-to-work date, and no later than 24 hours after receiving it.

3. What are the consequences if I fail to inform the company that I am on sick leave?

If an employee fails to report that they are on sick leave, they are in breach of their contractual and other employment obligations and may therefore be subject to disciplinary action. Depending on the duration of the employee's absence, the employer may issue a written warning prior to ordinary termination of the employment contract for misconduct, or initiate ordinary or extraordinary termination proceedings.



AN ABSENCE DUE TO ILLNESS OR INJURY

HAS TO BE REPORTED TO THE SUPERVISOR WITHIN 24 HOURS

4. By when must I submit my sick-leave certificate?

An employee who is absent for health reasons must ensure that their personal physician issues an electronic certificate of justified absence from work in the information system at the end of the month in which the absence began, or no later than the third day of the current month for the previous month. When the absence for health reasons ends, the certificate must be issued on the employee's first day back at work. The employee must also submit to the employer any decision received from the appointed physician of the Health Insurance Institute of Slovenia (ZZZS), unless it has already been sent to the employer.

5. Can I go on holiday while I am on sick leave?

An employee may go on holiday during sick leave only if the instructions issued by the competent physician allow them to travel outside their place of residence and their personal physician has been informed of the planned travel. Otherwise, the employee may not go on holiday. The employee must specifically check with the competent physician whether they are permitted to leave their place of residence.

6. Can I work in a vineyard, cut firewood or perform other tasks while I am on sick leave?

During sick leave, an employee must comply with the instructions issued by the competent physician. They must also take care to restore their health or recover from injury as quickly as possible. Therefore, an employee on sick leave must under no circumstances perform work in a vineyard, field or forest, or carry out any other tasks. An employee on sick leave must also not perform any gainful work.



If an employee fails to report that they are on sick leave, they are in breach of their contractual and other employment obligations and may therefore be subject to disciplinary action.

BLOOD DONATION DRIVES

1. How many days may I be absent if I donate blood?

In the case of voluntary blood donation, an employee is entitled to be absent from work on the day on which they donate blood. The employee must provide their immediate supervisor with proof that they donated blood.

SICK-LEAVE MONITORING

1. Can sick leave be monitored? If so, when?

The employer requests sick-leave monitoring:

- in the event of suspected misuse of sick leave, such as performing gainful activity or failing to follow the instructions of the competent physician,
- upon receiving notification from the competent physician that the patient is not following treatment or conduct instructions,
- in other cases where a breach of the patient's obligations is suspected.

The authorised monitoring body may check on a patient on any working day, including a Sunday, public holiday or a day designated as a non-working day by law or the work calendar. The authorised monitoring body may visit the patient at home only during the daytime, between 6:00 and 20:00.

2. What happens if I am not at home when my sick leave is checked?

During sick leave, every employee must comply with the prescribed movement regime and conduct instructions obtained from their physician. If sick-leave monitoring establishes that the employee failed to follow these instructions and therefore breached their obligations, the employer may initiate disciplinary proceedings, issue a written warning prior to termination, or initiate proceedings for ordinary termination for misconduct or extraordinary termination of the employment contract.

HOW DO I CONTRIBUTE TO IMPOL'S DEVELOPMENT?

INNOVATION

1. Who can submit an improvement proposal?

Any employee may submit an improvement proposal by completing Form 4.25 "Improvement Proposal" and placing it in the box intended for collecting incident reports and improvement proposals. A proposal may also be submitted electronically in HRM 4.0 if the employee uses the system.

2. Why should I submit an improvement proposal? What do I gain from it?

For every accepted improvement proposal, the proposer receives a reward amounting to 10% of the calculated annual economic benefit.

If the economic benefit cannot be calculated, the reward is determined according to the following criteria:

Criterion	REWARD IN EUR
Implementation of the improvement proposal results in a minor change to the work process.	40
Implementation of the improvement proposal results in a minor change to equipment, occupational safety, environmental protection or another area.	80
Implementation of the improvement proposal results in major changes to a process, production equipment, technology, occupational safety, environmental protection or another area	120
Implementation of the improvement proposal results in major changes to a process or to the specification of technological procedures and consequently improves productivity, quality or occupational safety.	240
Implementation of the improvement proposal results in substantial changes to a process or to the specification of technological procedures and consequently improves productivity, quality or occupational safety.	480

If there is more than one proposer, the reward is paid according to the distribution proposed by the proposers. If no distribution is proposed, the reward is divided equally among all proposers.

3. What is the difference between an improvement proposal and an improvement idea for a project?

An improvement proposal is any proposal to change the existing situation in any area of the company's operations that has a positive effect, excluding improvements ordered by management, improvements connected with the implementation of a project and improvements directly related to the proposer's work obligations.

An improvement idea for a project is an idea submitted by the proposer for the implementation of a project that has a positive effect in one or more areas of the company's operations.

An improvement idea for a project is rewarded with 10% of the calculated annual economic benefit. If the economic benefit cannot be calculated, the reward is determined according to the following criteria:

Criterion	REWARD IN EUR
Implementation of the project results in major changes to a process or to the specification of technological procedures and consequently improves productivity, quality or occupational safety.	480
Implementation of the project results in substantial changes to a process or to the specification of technological procedures and consequently improves productivity, quality, occupational safety or the system itself.	640

HEALTH AND SAFETY AT WORK

HEALTH AND SAFETY AT WORK

1. Where do I obtain workwear, protective gloves, hearing protection, etc.?

When an employee is assigned to a position, the immediate supervisor must inform them which equipment is required for their personal protection while working. The supervisor must also provide theoretical and practical training in the correct use of personal protective equipment, including a demonstration.

2. When may I replace personal protective equipment?

Employees must handle personal protective equipment carefully. If the equipment is damaged or no longer provides adequate protection, the employee must immediately inform their supervisor. The supervisor must provide the required replacement equipment. For certain items, the replacement frequency specified by the manufacturer must also be followed.

3. What are the consequences if I do not use personal protective equipment?

Protective equipment protects employees against risks arising from the use of work equipment. Failure to use it may cause serious injury with permanent consequences. The required equipment is specified in the safe-work instructions. An employee who fails to use prescribed personal protective equipment may endanger themselves and others, which is considered a serious breach of employment obligations. An employer may sanction an employee who fails to use personal protective equipment by issuing a written warning before ordinary termination for misconduct or by starting ordinary or extraordinary termination proceedings.

MEDICAL EXAMINATIONS

1. Where are medical examinations performed?

Impol Group employees undergo preventive medical examinations at the Dr Roj Private Clinic - Occupational, Traffic and Sports Medicine, next to IC Impol at Mroževa ulica 3, 2310 Slovenska Bistrica. Employees exposed to radiation at work and using personal dosimeters undergo specialist examinations at ZVD in Ljubljana.

2. Must I attend a medical examination? When?

Every employee must complete a preliminary medical examination before starting work. The authorised occupational-medicine provider sets the frequency of periodic examinations, usually every 36 or 60 months. The employer may also refer employees for a targeted preventive examination, for example after prolonged treatment, reduced work capacity or suspected illness that may affect work capacity. Attendance is compulsory because examinations protect employees' life, health and ability to work and help prevent workplace accidents, injuries, occupational and work-related diseases and disability. They assess whether an employee is medically fit for specific work in a particular environment. The employee must attend at the time set by the employer with the occupational-medicine provider; failure to attend is a breach of employment obligations.



Employees must handle personal protective equipment carefully.

WORKPLACE INJURIES AND ACCIDENTS

1. What is the procedure in the event of a workplace injury?

The injured employee's immediate supervisor, or a person authorised by the supervisor, must:

- provide first aid and call an ambulance if required,
- secure the accident site in the event of a collective, serious or fatal accident,
- immediately notify the Slovenska Bistrica Police Station in the event of a serious or fatal workplace accident,
- preserve evidence used by the injured person at the

time of the accident, including personal protective equipment such as gloves, safety glasses, footwear and workwear, work aids such as gripping tools, and hand tools such as hammers and pliers,

- inspect the accident site, discuss the cause with the injured person if their condition allows and with witnesses, obtain answers to key questions and record the interview on Form 6.05, "Workplace Accident Report",
- immediately notify the OHS system manager and process manager, including during afternoon and night shifts, except for minor accidents such as small cuts, bruises or falls caused by tripping or stepping awkwardly,
- not call the OHS system manager or process manager in the case of an accident with minimal consequences,
- complete Form 6.05, "Workplace Accident Report", and submit it to the process manager.

SMOKING AND ALCOHOL

1. Where may I smoke?

Smoking is permitted in outdoor areas in front of business premises and prohibited in all enclosed workplaces. An enclosed workplace is an area under the employer's control in which work or services are performed and which has a roof and more than half of its surrounding wall area fully enclosed.

2. When may I smoke?

Employees may smoke before or after working hours, during the meal break and during other short breaks if agreed in their work area. While smoking, the employee must ensure that their absence does not disrupt the work process and must clean up afterwards.

3. What is the permitted alcohol limit at work?

An employee must not work or be present at work under the influence of alcohol, drugs or other prohibited substances. An employee is considered under the influence of alcohol if a breath test shows more than 0.00‰ alcohol or if intoxication is established in another way.

4. How is alcohol intoxication checked at work?

An authorised employee orders an alcohol test and notifies the authorised testing provider. After each test, the provider must prepare a record of the breathalyser test.

5. What are the consequences if I am intoxicated at work?

An employee found to be under the influence of alcohol must stop work immediately and leave the workplace. If they refuse, the employer will arrange for authorised security personnel to remove them. Due to zero tolerance of alcohol at work, the employee will face disciplinary proceedings, a written warning before termination, or ordinary or extraordinary termination proceedings.

6. May I use psychoactive substances at work?

No. An employee must not work or be present at work under the influence of drugs or other prohibited substances. They must not consume them before or during work, bring them onto the employer's premises or arrive at work under their influence.

7. How is the presence of psychoactive substances checked?

Drugs and other prohibited substances are generally checked with a rapid saliva test. Testing may be ordered by an authorised person, such as a supervisor, process manager, foreman, occupational health and safety professional or company director. It may be carried out during a routine check, on reasonable suspicion, after an accident or incident, or following major material damage. An authorised testing provider performs the procedure in the presence of a witness and records the result.

8. Whom can I contact for help with quitting smoking or an alcohol or drug addiction?

Many aids are available to help people stop smoking and reduce withdrawal symptoms, such as nicotine patches, anti-smoking magnets and laser therapy. Physical activity can also reduce cravings for nicotine, alcohol or drugs. Exercise releases feel-good hormones that improve mood and reduce stress.

MOBILE PHONES AT WORK

1. When may I use a mobile phone at work?

Employees working in production areas may not use personal mobile phones unless required for work purposes. During working hours, personal phones may be used for private purposes only during breaks and outside areas where production is taking place.

2. Why is mobile-phone use prohibited at work?

Mobile-phone use is prohibited to protect employees' health and safety. Talking or browsing on a phone while operating machinery or working elsewhere in an active production area poses a risk to life and health.

3. Who receives a company mobile phone?

A mobile phone is assigned when it is necessary for the user's work duties. Its purpose is to make the user easier to reach, improve communication between users and make better use of working time.

WORKPLACE INCIDENTS

1. What should I do if I notice an irregularity in the work environment?

An employee must immediately inform the employer or immediate supervisor of any defect, harmful condition, malfunction or other occurrence that could endanger their own health and safety or that of others. The issue must be recorded on Form 6.27-3, "Workplace Incident Report", and placed in the box for incident reports and useful suggestions.

2. What are examples of workplace incidents?

An incident is an event that caused or could have caused an accident or danger to employees. Common examples include failure to use personal protective equipment, blocked limit switches on safety equipment, mixed waste, uncalibrated measuring equipment, general equipment damage, failure to observe speed limits, unsuitable packaging and smoking in an enclosed area.

INCIDENT - prijava (izpolni zaposleni) 

Proces: _____

Prijavitelj: _____ Datum prijave: _____

Dolžnost mesto: _____

Kraj incidenta: _____

Datum nastanka incidenta: _____ Ura nastanka: _____ Datum ogleda mesta incidenta: _____ Ura ogleda: _____

Povzročitelj: _____ Ime in priimek: _____ Datum prijave: _____

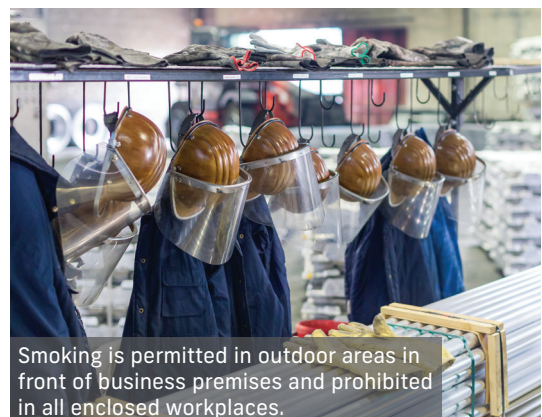
Opis dela, ki ga je prijavil/opraviel ali nastanek incidenta: _____

Vzrok incidenta oz. dogodka: ☐ Navodila za delo (NVD, ND, KZ, TP...) ☐ Delovna okolje ☐ Delovna oprema ☐ Pomanjkljivo usposabljanje ☐ Električna energija ☐ Osebnostna oprema ☐ Nevarne snovi ☐ Napačna oprema ☐ Drugo: _____

Kratek opis, dokazila, priče (kratek opis incidenta, dokazila o nastanku incidenta, priča - ime in priimek, datum prijave): _____

Osebnostna varovalna oprema (uporabljena osebna varovalna oprema, ročno orodje in delovni pripomočki, ki jih je oseba uporabila pri delu v času incidenta oz. dogodka): _____

Obr. 6.27-3 / Referenčni dokument: Pravilnik o ravnanju v primeru nevarnosti ali incidenta pri delu PR-000030



Smoking is permitted in outdoor areas in front of business premises and prohibited in all enclosed workplaces.

HEALTH PROMOTION

1. How does the Impol Group promote health?

Numerous activities are organised to protect employee health and promote health at work.

During work:

- encouraging active breaks and stretching during working hours,
- visits by the Bibliobus mobile library, where employees may borrow books and other materials,
- skin-friendly cotton workwear,
- ergonomic work chairs,
- targeted periodic preventive medical examinations and, when required, individual consultations with occupational medicine,
- winter and summer sports games,
- a health week with activities promoting a healthy lifestyle.

Through the Impol Health Promotion Association, employees also have access to cultural and sports activities in their free time and discounted tickets for sports and recreation.

2. How do I join the Impol Health Promotion Association (DPZ Impol)?

Impol Group employees may join the association. Annual membership costs 15 EUR.

Employees complete an application form available from the HR Department and pay the fee there.

3. What are the main activities of DPZ Impol?

- organising sports and recreation, with emphasis on strengthening back muscles,
- purchasing swimming and skiing tickets for employees at discounted prices,
- purchasing a limited number of discounted theatre tickets for members,
- organising mountain hikes and other events,
- organising events on healthy lifestyles,
- organising healthy-lifestyle events for employees' children,
- organising vaccinations,
- arranging lectures and discussions on healthy living,
- encouraging members and other Impol employees to participate actively in association events,
- preparing leaflets and other health-promotion materials,
- promoting healthy lifestyles among Impol employees,
- cooperating with similar associations in Slovenia and abroad.



DPZ IMPOL

FOLLOW THE ASSOCIATION'S ACTIVITIES ON NOTICEBOARDS, DISPLAYS, IN METALURG, IN METALURGOV POROČEVALEC AND BY EMAIL.

WASTE SORTING



1. What are the general requirements for separating and collecting waste?

In accordance with legislation and internal rules, Impol must collect waste separately, prevent environmental emissions caused by waste collection, transfer waste to authorised processors, collectors or disposal companies, keep records of waste generated, transferred and processed, and implement measures to reduce waste.

2. Which types of waste are present at Impol and where are they collected?

Impol has 45 types of waste, 23 of which are hazardous, so separation requires particular care. The largest quantities are waste oils, spent alkaline solutions, waste filter earth and dust from the treatment plant. The largest waste stream sent for processing is aluminium dross from Impol LLT.

Other waste collected includes emulsions, accumulators, batteries, fluorescent tubes, vehicle tyres, oily waste, empty paint and varnish containers, electrical and electronic equipment, sludge, municipal waste and packaging, cardboard tubes, metals and metal packaging, glass packaging, organic waste, polystyrene, paper, wood, plastic, glass, printer cartridges, toner and ribbons.

Waste is collected where it is generated, in process areas, in labelled and barcoded containers or temporarily stored in local storage areas. Authorised services then arrange its removal.

3. What is hazardous waste and how do we handle it?

Hazardous waste is specially marked with an asterisk next to its classification number and requires careful handling. It must always be placed in the designated containers and areas. Hazardous waste includes: waste machine and gearbox oils; oily residues from ultrafiltration and sedimentation, including oily sludge and residues from hot-rolling dross treatment; oily sludge from tank bottoms after system cleaning and lubricant replacement; waste emulsions; contaminated water; waste grease; contaminated detergent solution; contaminated filter earth and absorbents; contaminated waste; oily paper; waste acid mixtures; aluminium-enriched sodium hydroxide; waste quenching salt; aluminium dross; waste batteries and accumulators; waste oil filters and oil from oil-water separators; fluorescent lamps; empty oil, paint and varnish containers; waste electrical and electronic equipment; dust from dust-extraction equipment; refrigerant gases harmful to the ozone layer or containing fluorinated greenhouse gases; and sludge containing metals and oils.

IMPORTANT: Packaging that contained hazardous substances is treated as hazardous packaging unless it has been thoroughly emptied or cleaned.

4. Why must waste be separated?

Recycling saves energy: Production using recycled materials consumes far less energy than making new products from raw materials.

Recycling protects nature: It reduces the extraction and processing of natural resources from mines, quarries and forests, which otherwise causes additional water and air pollution. By saving energy and reducing greenhouse-gas emissions, recycling helps combat climate change. In the United Kingdom, recycling is estimated to save more than 18 million tonnes of CO₂ each year, equal to the emissions of five million vehicles.

Recycling reduces landfill: Recycling enables materials to be reused or waste to be processed, reducing the amount sent to landfill. According to official records of the Slovenian Environment Agency, 83 operating or closing landfills were recorded in Slovenia at the end of 2016: 60 public-infrastructure landfills and 23 industrial-waste landfills.

Recycling cuts greenhouse-gas emissions: Forests cover more than 58% of Slovenia and are an important carbon sink. Recycling helps preserve forests, which support life on our planet.

IMPORTANT: Impol may transfer waste only to authorised processors, collectors and disposal companies, with processing taking priority.

IMPOL IS A RESPONSIBLE EMPLOYER

STANDARD SA 8000

The Impol Group is certified to SA 8000, a standard covering corporate social responsibility.

General benefits:

- better stakeholder relations,
- improved quality,
- greater employee satisfaction,
- better risk management,
- greater efficiency,
- savings in time and resources.



IMPOL GROUP COMMITMENTS

CHILD LABOUR

- We do not support child labour in our operations or among our suppliers.
- Minors may work only for educational purposes or outside the time reserved for education.
- Young employees may not work more than eight hours a day or at night.

FORCED LABOUR

- We do not permit forced labour in our operations or among our suppliers.
- Employees are paid regularly and are free to terminate their employment at any time.

OCCUPATIONAL HEALTH AND SAFETY

- We provide a safe and healthy work environment and actively prevent workplace accidents and occupational diseases.
- Employees receive the required protective equipment and regular safe-work training.

FREEDOM OF ASSOCIATION AND THE RIGHT TO COLLECTIVE BARGAINING

- All employees have the right to form or join a trade union of their choice.
- Trade-union members and employee representatives must not be exposed to discrimination, harassment or intimidation.

DISCRIMINATION

- We do not use any form of discrimination based on nationality, race, religion, sex, sexual orientation or similar grounds.
- We do not tolerate threats, abuse, sexual harassment or verbal or physical violence between employees.

DISCIPLINARY PRACTICES

- All employees are treated with respect.
- Physical or verbal abuse of employees is prohibited.



WORKING HOURS

- Working hours comply with legislation and collective agreements.
- The normal working week may not exceed 48 hours. Overtime may not exceed 12 hours per week and must not be standard practice.

REMUNERATION

- Employees receive at least the statutory minimum wage.
- Employees may not lose income because of disciplinary proceedings, except where permitted by law.
- Employees receive higher pay for overtime.

ACTION IN THE EVENT OF NON-CONFORMITY

All non-conformities are handled under the adopted internal rules, with emphasis on root-cause analysis. The owner of each process is responsible for verifying that corrective action has been implemented. Stakeholders are informed promptly and appropriately through established communication channels of non-conformities that adversely affect them.

Employees and other stakeholders may report any non-conformity in Impol Group operations involving human-rights violations, environmental harm, unethical business practices or any other area covered by the sustainable-development policy to revizija@impol.si.

Anonymous reports may be submitted at <http://povejnaprej.impol.si>.

Anonymous reports may also be placed in the box at the entrance to the Impol Training Centre, Partizanska 38, 2310 Slovenska Bistrica. The box is opened every Monday, except public holidays, by an authorised employee of Kading, d. o. o. The organisation will respond no later than 14 days after receiving a complaint. The reporter's identity is treated as strictly confidential, and no retaliatory action will be taken against anyone who reports a non-conformity. The response may be appealed within 30 days.

Mobbing, perceived workplace discrimination or another violation may be reported to mobing@impol.si, or an appointment may be booked for review. Reports are handled by an independent person.

PRODUCT QUALITY AND STANDARDS

1. What is quality?

Product quality is defined by agreement between the customer and seller. ISO 9001 is the overarching quality standard, while automotive-industry quality requirements are managed through IATF 16949. Customer requirements may cover product quality only or also environmental, social and other requirements. Because customers have differing requirements and the Group is committed to social responsibility, the Impol Group is also certified to ISO 14001 and ISO 45001.

2. What are standards and certificates?

A standard defines requirements that an organisation must follow in its operations. Audits by certification bodies determine the extent to which these requirements are met. If the organisation complies, the certification body issues an internationally valid certificate proving to partners and customers that the company follows the principles set out in the standard.

Quality, environmental, and occupational health and safety management systems may be certified. Product groups or individual shipments to customers may also be certified.

3. What is every employee's role in meeting standard requirements?

Every employee must follow the principles set out in documented procedures. They must also monitor the work process carefully and immediately inform their supervisor of any deviation that could prevent the required quality from being achieved.

STANDARDS

ISO 9001: general quality standard

This standard provides certified organisations with a framework for effectively managing quality procedures and processes. It is based on eight quality-management principles that form an essential part of good business practice.

IATF 16949: automotive quality standard

IATF 16949 is also based on eight core quality-management principles: customer focus, leadership, involvement of people, process approach, system approach to management, continual improvement, fact-based decision-making, mutually beneficial supplier relationships and meeting all customer needs.

ISO 14001: environmental standard

ISO 14001 is an internationally recognised management-system standard providing a proven framework for ensuring that an organisation complies with regulations governing environmental aspects.

ISO 45001: occupational health and safety standard

ISO 45001 is the international standard for occupational health and safety management systems and replaces OHSAS 18001. Certification confirms that we manage employee health and safety systematically, apply the system at every level of Impol's operations and continuously improve it.

EN 9100: aerospace-industry standard

This certificate gives us access to the demanding market for high-quality aerospace products. As a certificate holder, we are listed in the OASIS information system, where potential customers can view information on our certified production programme.

ISO 50001: energy-efficiency standard

By obtaining this standard, Impol demonstrated its commitment to sustainable operations, enabling better understanding and control of energy use and more efficient use of resources.



IMPOL PRODUCTS

EXTRUDED PRODUCTS

Profiles



Rods and Bars



Tubes



FINALIZED PRODUCTS



ROLLED PRODUCTS

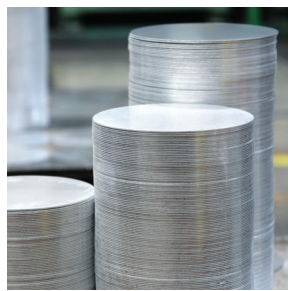
Foils



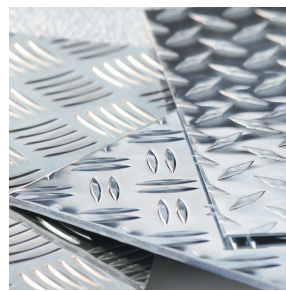
Strips



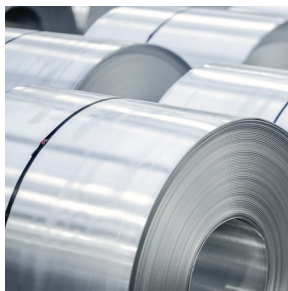
Circles



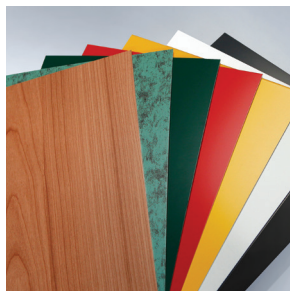
Tread plates



Sheets



Prepainted sheets



CAST PRODUCTS

Billets



Slabs



BLANKS

Blanks



SLUGS

Slugs



PROPER BUSINESS CONDUCT

1. How is appropriate conduct defined in the Impol Group?

The Impol Group Code of Business Conduct defines standards of appropriate behaviour and the Group's values, which every Impol Group employee must observe in their daily work.

2. How can I check whether my conduct at work is appropriate?

Ask yourself:

- Am I authorised to act in this way?
- Is the conduct lawful and consistent with the Code and the company's business policies?
- Does it increase the company's value in any way or increase the risk of damage?
- Will it preserve the trust of stakeholders, including shareholders or members, business partners, employees and the wider community?

If the answer to any question is no, or if interpretation of the Code or legislation is unclear, consult the person authorised to manage the area concerned.

3. May I or my family members act as business partners of an Impol Group company, or would this create a conflict of interest?

When representing or negotiating for a company, conducting business with external parties or carrying out duties at Impol, employees must be guided solely by the lawful interests of the Impol Group. In relations with suppliers, customers, contractors and other business partners, they must act only to serve legitimate and ethically acceptable business interests and must not favour anyone because of personal expectations.

Employees may not participate in transactions involving their own interests, directly or through related persons, unless the Management Board has given prior approval. This does not prevent a business entity related to an employee from acting as a supplier or business partner where this is in the lawful interests of the Impol Group, provided that the related employee does not participate in selecting that supplier or partner.

4. May I accept a business gift from a business partner?

Employees may give or receive business gifts only if they:

- comply with business practice and do not breach regulations or ethical standards,
- are not excessively valuable and remain below the threshold requiring a taxable benefit to be calculated,
- cannot be regarded as a bribe,
- would not embarrass or cause discomfort to the recipient or the Impol Group if disclosed.

Gifts must never be cash or a cash equivalent.

5. May one Impol Group company have different rules from the other Group companies?

Impol Group companies coordinate their activities in the following areas:

- marketing strategy,
- sales,
- production,
- purchasing,
- financing,
- accounting, controlling and internal audit,
- information technology,
- technology development and innovation,
- investments,
- recruitment and employee development,
- public relations,
- social responsibility, including the environment, donations, sponsorships and occupational health and safety.

To ensure a consistent approach, these areas are managed by the person responsible for each field, generally employed by the parent company and exceptionally by a directly controlled company. The responsible persons prepare business policies for their areas and professional guidance for operational instructions in subsidiaries.

THE IMPOL GROUP CODE OF BUSINESS CONDUCT

IS AVAILABLE IN DNA, AND AT WWW.IMPOL.SI



INTERNAL PROTECTION OF WHISTLEBLOWERS

1. What can I do if I discover inappropriate practices or breaches of rules in my work environment?

The Impol Group encourages all employees and other persons working with Group companies to act responsibly and honestly and to report inappropriate practices they observe. Employees report inappropriate practices according to the internal reporting rules for the relevant area, such as procedures for reporting incidents or inappropriate conduct. If no such procedure exists or it is unsuccessful, the practice should be reported to Internal Audit using the prescribed form, also available at www.impol.si, either with the reporter's identity disclosed or anonymously. Reports may be sent to notranja.revizija@impol.si or by post to Impol 2000, d. d., Internal Audit, Partizanska 38, 2310 Slovenska Bistrica. Other persons report breaches directly to Internal Audit.

The following may be reported to Internal Audit:

- a criminal offence,
- a threat to an individual's health and safety,
- failure to comply with statutory obligations under legislation or general acts,
- environmental damage,
- unprofessional conduct,
- misuse or improper use of Impol Group assets,
- deliberate deception or concealment of information relating to any of the above.

A reporter who discloses their identity to Internal Audit must not suffer retaliation, such as loss of employment or position, unless they were involved in the wrongdoing. The Impol Group does not tolerate harassment, intimidation, bullying or retaliation and will protect every employee who reports suspected misconduct in good faith.



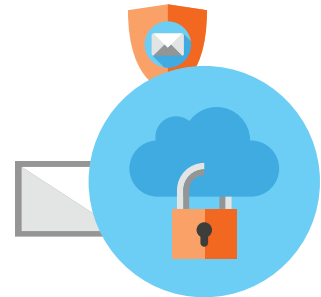
Employees report inappropriate practices according to the internal rules applying to the relevant area, such as procedures for reporting incidents or inappropriate conduct.

DATA PROTECTION

PERSONAL DATA PROTECTION

1. How are personal data protected at Impol?

Personal data protection at Impol is governed by the Rules on Information Protection, Personal Data Protection and Other Confidential Information. These rules cover general information security, trade secrets and personal data protection. They apply to all Impol Group companies and everyone working for them on any basis. All Impol Group employees must comply with these provisions.



2. Is there a person responsible for personal data protection at Impol?

The Data Protection Officer ensures consistent implementation of legislation and internal rules and protects individuals in relation to their personal data. Questions, recommendations or initiatives in this area may be addressed to this person.

Data Protection Officer
Metka Lešnik
Email: metka.lesnik@kadring.si, data.protection@impol.si
Tel.: 051 428 489

INFORMATION SECURITY

1. How is information security ensured at Impol?

Under the Rules on Information Protection, Personal Data Protection and Other Confidential Information, a person is responsible for general information security. Questions, recommendations or initiatives in this area may be addressed to this person.

Person responsible for general information security
Jernej Šosterič
Email: jernej.sosteric@alcad.si
Tel.: 040 804 881

VIDEO SURVEILLANCE

1. How is video recording carried out in the Impol Industrial Zone?

To control entry to and exit from the Impol Industrial Zone, all entrances and exits to the zone and remote units are recorded. Technology cameras cover certain machines in production processes and generally record machine operation rather than people. Cameras are installed along most transport routes and in certain internal production areas. Notices are displayed at every entrance to an area under video surveillance and provide employees and visitors with all relevant information. More information is available at www.impol.si under Legal Notices.

Video-surveillance system controller
Impol Infrastruktura, d. o. o., Boštjan Ješovnik
Contact: videonadzor@impol.si

TRADE SECRET

1. What is a trade secret and why must everyone protect it?

A trade secret includes all data or information that is not generally known or has not yet been disclosed, in tangible or intangible form, including:

- a) scientific or technical information, inventions, plans, procedures, process routes, formulas, improvements, technologies or methods;
- b) concepts, samples, reports, data, know-how, unfinished work, models, drawings, photographs, development tools, specifications, software, source code, machine code, flowcharts and databases;
- c) information concerning the company's research and development;
- d) marketing strategies and plans, financial information or forecasts, operations, sales estimates, business plans and performance results concerning past, present or future business activities of the disclosing company or its branches, subsidiaries and affiliates;
- e) customer or supplier lists;
- f) individual management resolutions or decisions and internal documentation;
- g) the content of contracts and other agreements concluded with business partners, and correspondence and arrangements with business partners or state authorities;
- h) otherwise publicly available information compiled in a way that may provide the company with financial benefit or a competitive advantage.

Trade secrets also include data whose disclosure to an unauthorised person would clearly cause substantial damage, and any information marked "CONFIDENTIAL", "TRADE SECRET" or otherwise identified as a trade secret. Information that is public by law, or information concerning a breach of law or good business practice, is not a trade secret.

2. How do we protect trade secrets?

Trade secrets are protected as confidential information under the Rules on Information Protection.

They must be protected by all employees of Impol Group companies and all business partners who learn any Group company's trade secret through their cooperation. Business partners undertake to protect trade secrets by signing a confidentiality agreement.



Trade secrets must be protected by all employees of Impol Group companies and all business partners.

FOSTERING GOOD RELATIONSHIPS

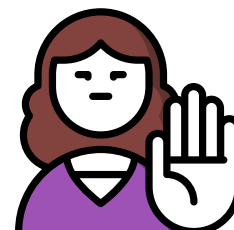
MOBBING

1. What is mobbing?

Workplace bullying or mobbing is repeated or systematic, reprehensible, clearly negative or insulting conduct directed at individual employees at work or in connection with work.

Possible forms include:

- attacks on a person's ability to communicate,
- attacks on social contacts,
- attacks on social reputation,
- attacks on the quality of working and living conditions,
- attacks on health.



2. Whom can I contact if I believe I am being subjected to mobbing?

If you feel threatened or believe a colleague's conduct exceeds the zero-tolerance threshold for any form of violence, contact an employee representative in PTDSI or an authorised anti-mobbing officer in the Impol Group.

- Tomaž Dedič, Impol FT, member of PTDSI
- Robert Sajko, Impol FT, member of PTDSI
- Robert Gaberc, Impol LLT, member of PTDSI
- Blaž Krošl, Impol PCP, member of PTDSI
- Uroš Predan, Impol PCP, member of PTDSI
- Anja Kmetec, Impol, member of PTDSI
- Andrej Pristovnik, Impol 2000, member of PTDSI

AUTHORISED ANTI-MOBBING OFFICERS BY COMPANY:

Alcad, d. o. o.	Mirjana Galun
Impol 2000, d. d.	Andrej Pristovnik, Rok Gajšt, Stanka Kamenik
Impol, d. o. o.	Damijan Stramšak
Impol Final, d. o. o.	Suzana Marin
Impol FT, d. o. o.	Tadeja Šmid Škerjanec
Impol LLT, d. o. o.	Božidar Flis, Mateja Erker
Impol PCP, d. o. o.	Bojan Topolčnik
Impol R in R, d. o. o.	Borislav Hostej
Impol Servis, d. o. o.	Sabrina Gajser
Impol Infrastruktura, d. o. o.	Uroš Mlakar, Janez Martini
Impol Stanovanja, d. o. o.	Mojca Gričnik
Rondal, d. o. o.	Gregor Šalamun
Stampal SB, d. o. o.	Igor Romih
Kadring, d. o. o.	Željka Kutija, Urša Lapajne
Unidel, d. o. o.	Sonja Črešnar, Marjana Turner

ANTI-MOBBING INFORMATION OFFICE

CONTACT PERSON: METKA LEŠNIK

MOBILE: 051 428 489

E-MAIL: METKA.LESNIK@KADRING.SI,
MOBBING@IMPOL.SI

OFFICE HOURS BY PRIOR
ARRANGEMENT.

EMPLOYEE REPRESENTATIVES

1. In which companies do they operate and what is their purpose?

Works councils are an important link between employees, company management and the Impol Group's governing bodies. Their main tasks are:

- ensuring compliance with laws and other regulations, collective agreements, valid company agreements and other general acts of the company in which the works council is established,
- proposing measures that benefit employees without jeopardising the company's operations,
- receiving employees' proposals and initiatives and forwarding them to company directors,
- supporting the inclusion of employees with disabilities, older employees and others entitled to special protection,
- promoting the company's long-term development and employees' social security.

Through elected works-council members, employees raise questions and initiatives with company management at monthly meetings, including work organisation, remuneration, meal arrangements, improvements, current operations, future plans and strategy.

2. Who are the members of the individual works councils?

Company	Name	Last name	Role
Impol PCP, d. o. o.	UROŠ	PREDAN	Chair of the Works Council
	BLAŽ	KROŠEL	Deputy Chair of the Works Council
	SIMON	SOJČ	Deputy Chair of the Works Council
	MATJAŽ	BLAŽIČ	Works Council member
	SIMON	DETIČEK	Works Council member
	ALEKSANDER	KAISER	Works Council member
	SERGEJ	KOVAČ	Works Council member
	ANTON	PLIBERŠEK	Works Council member
	BOŠTJAN	RAJHER	Works Council member
	MARKO	VRBEK	Works Council member
Impol FT, d. o. o.	ROBERT	SAJKO	Chair of the Works Council
	UROŠ	MESARIČ	Deputy Chair of the Works Council
	BOŠTJAN	KAISER	Works Council member
	LUKA	PELKO	Works Council member
	UROŠ	PISTOTNIK	Works Council member
	JAN	PROSENAK	Works Council member
	BOJAN	SMOGAVEC	Works Council member
	ALEŠ	SMOLNIK	Works Council member
	ZLATKO	STUPAN	Works Council member
Impol LLT, d. o. o.	ROBERT	GABERC	Chair of the Works Council
	ROBI	PRIMUŽIČ	Deputy Chair of the Works Council
	ERVIN	FORSTNARIČ	Works Council member
	DAMIJAN	NOVAK	Works Council member
	ROMAN	PERNAT	Works Council member
	JOŽEF	POTISK	Works Council member
	ROBERT	RAK	Works Council member

Stampal SB, d. o. o.	FLORJAN	GLOBOVNIK	Chair of the Works Council
	SEBASTJAN	KOŠTOMAJ	Deputy Chair of the Works Council
	JANJA	BRDNIK	Works Council member
	PETER	MERLAK	Works Council member
	FRANC	LESKOVAR	Works Council member
Impol R in R, d. o. o.	IRENA	RAJH	Chair of the Works Council
	TEJA	ISKRA CIGLJAR	Deputy Chair of the Works Council
	SAMO	MIKULIČ	Works Council member
Unidel, d. o. o.	DUŠAN	GOSAK	Chair of the Works Council
	KLAUDIJA	SMOGAVEC	Deputy Chair of the Works Council

3. What about companies without a works council?

Companies in which no works council has been established or operates appoint employee representatives whose role is very similar to that of a works council.

Company	Employee representative
Impol 2000, d. d.	ANDREJ PRISTOVNIK
Impol, d. o. o.	URŠKA JUDEŽ
Alcad, d. o. o.	MIRJANA GALUN
Kadring, d. o. o.	ŽELJKA KUTIJA
Impol-FinAI, d. o. o.	NATALIJA DOBOČNIK
Rondal, d. o. o.	ROK PAJ
Impol Servis, d. o. o.	GORAN KRAJNC
Impol Stanovanja, d. o. o.	MOJCA GRIČNIK
Impol Infrastruktura, d. o. o.	BORIS KOS

GOOD RELATIONS AT WORK

1. How can I help improve relationships with colleagues?

Everyone is responsible for building relationships with others. Good relationships must be built through our own behaviour. Use connecting habits rather than destructive ones.

CONNECTING HABITS

- supporting,
- encouraging,
- listening,
- accepting,
- trusting,
- respecting,
- discussing differences.



DESTRUCTIVE HABITS

- criticising,
- blaming,
- complaining,
- nagging,
- threatening,
- punishing,
- gossiping.



Use connecting habits and avoid destructive ones. The only person's behaviour you can choose is your own.

HOLIDAY ACCOMMODATION



HOLIDAY ACCOMMODATION MANAGED BY THE SKEI IMPOL TRADE UNION

LOG CABINS AT TERME BANOVCI

The season at Terme Banovci runs throughout the year, with seven-day stays. Guest changeover is at 12:00. Four swimming passes are included.

Number of cabins: 2.

Cabin capacity: 4 people.



Cabins at Terme Banovci

INFORMATION AND RENTAL: Contact the SKEI Impol trade union on 02 845 3 262.

A holiday-allocation notice is published at the beginning of each year, when employees may apply. During the year, employees may ask whether any facilities remain available.

- Holidaymakers pay a deposit when applying and the balance ten days before departure.
- Payment by instalments remains possible, but the full amount must be paid before departure.

IMPORTANT: During your stay, follow the Holiday Rules, which strictly prohibit bringing pets into the accommodation. Violators will be banned from using the facilities.

HOLIDAY ACCOMMODATION MANAGED BY IMPOL STANOVANJA

APARTMENTS IZOLA

Holiday stays last seven days. Guest changeover is at 9:00.

Number of apartments: 6.

Apartment capacity: 4 or 5 people.



INFORMATION AND RENTAL: Reservations and information: 02 818 40 88, 031 704 210, impol-stanovanja@siol.net. When reserving an apartment, you will receive confirmation and pay a deposit of EUR 100. Deposits are not refunded in the event of cancellation. More information is available during office hours, Monday to Friday from 8:00 to 12:00.

- All apartments are air-conditioned.
- Smoking and pets are not permitted.
- The apartment must be cleaned at the end of the stay.

RIGHTS AND OBLIGATIONS: POLICIES AND INTERNAL REGULATIONS

Document	Content	Form
Job Classification Act	Classified positions, requirements for filling them and analytical job evaluations.	
Impol Group Code of Business Conduct	Defines the conduct of everyone involved in Impol Group processes, including all business entities, management and employees.	Form 6.49, "Report of Inappropriate Practice"
Rules on the Application of the Impol Group Code of Business Conduct	Defines the conduct of everyone involved in Impol Group processes, including all business entities, management and employees.	Form 6.49, "Report of Inappropriate Practice"
Rules on Communication in the Impol Group	Rights and obligations relating to external and internal communication and procedures for communicating with the public, employees, trade unions and works councils.	
Company Collective Agreement, where concluded; in other companies, Rules on Salaries and Other Personal Remuneration	Defines the salary structure, allowances, salary compensation and other payments, criteria for assessing work performance, and other personal remuneration, including annual leave allowance, retirement severance pay, long-service awards, solidarity assistance and reimbursement of work-related expenses.	
Company Collective Agreement, where concluded; in other companies, Rules on Calculating Annual Leave and Other Absences	Annual working-time schedule, working time and time recording, breaks, unequal distribution of working time, overtime and monitoring of recorded working time. The right to annual leave, its duration, criteria for determining its duration, and other paid and unpaid absences.	
Criteria for Determining the Performance-Related Pay Component	Conditions for incentive payments and payment of the 13th salary.	
Rules on Working Time	Annual working-time schedule, working time and time recording, breaks, unequal distribution of working time, overtime and monitoring of recorded working time.	
Rules on Awarding Gifts and Recognition in the Impol Group	Types of gifts, awards and recognition and the criteria for granting them.	
Rules on Encouraging and Rewarding Useful Ideas, Inventions and Innovations	Procedure for submitting, approving and rewarding useful ideas and useful proposals.	Form 4.25, "Useful Proposal Application"; Form 4.10, "Useful Project Idea Application"
Rules on the Prohibition of Alcohol Intoxication, Drug and Prohibited Substance Use, and Smoking	Prohibition of alcohol intoxication, smoking and the use of drugs and other prohibited substances; procedures for alcohol and drug testing; and action in the event of a breach.	
Instructions for the Use of Mobile Phones and Other Technical Devices in Production Processes	Prohibits the use of mobile phones and other technical devices in production areas where production is taking place.	
Rules on Action in the Event of a Workplace Accident or Incident	Procedures for reporting, responding to and recording workplace incidents and accidents.	Form 6.05, "Workplace Accident Report"; Form 6.27, "Workplace Incident Report"
Rules on the Use of Company Vehicles	Persons authorised to use company vehicles, conditions and manner of use, usage records and supervision of vehicle use.	Travel order for passenger transport
Organisational Procedure: Issuing Travel Orders for Passenger Transport, Business Trips and Reimbursement of Business-Travel Expenses	Defines the forms to be completed when using a company vehicle and when travelling on business.	
Rules on Monitoring Employees on Sick Leave	Monitoring employees whom the competent doctor has declared temporarily unfit for work and therefore temporarily absent from work.	

Rules on Equal Treatment and Prevention of Workplace Bullying	Equal treatment at work, prohibition of workplace bullying, and measures to ensure a working environment in which employees are protected against harassment and bullying.	
Act on Ensuring Independent Quality Control	Rules, implementation procedures and process responsibilities for ensuring independent quality control.	
Rules on Information Protection, Personal Data Protection and Other Confidential Information	Defines confidential information, including personal data and trade secrets, and the rules and technical and organisational measures for protecting information assets.	Form 6.50, "Consent to the Use of Personal Data"
Rules on Video Surveillance	Use of the video-surveillance system, recording, retention and handling of footage, and supervision of its use.	
Decision on the Designation of Trade Secrets	Data and information constituting trade secrets, methods of protecting trade secrets and the responsibilities of persons required to protect them.	
Rules on Managing Information-Security Incidents	Defines information-security incidents, reporting obligations and methods, incident resolution and record-keeping.	Form 4.27, "Information-Security Incident Report"
Instructions on the Allocation and Use of Company Mobile Phones in the Impol Group	Allocation of company mobile phones, eligible users, limits on use and the maximum permitted purchase price.	Company mobile-phone handover form
Organisational Procedure: Establishing Employee Liability for Breaches of Contractual or Other Employment Obligations	Recording conduct that constitutes a breach of contractual or other employment obligations and action to be taken in the event of a breach.	Form 6.34, "Record of Breaches of Contractual and Other Employment Obligations"
Organisational Procedure: Identifying Training Needs and Providing Training	Training objectives, identifying needs, referring employees to statutory and other training, preparing training plans, reporting on training, measuring training effectiveness, mentoring and training newly hired employees.	Form 6.18, "Statement Confirming that an Employee Has Been Informed and Inducted for Specific Tasks and Has Passed Practical Safe-Work Training"; Form 6.35, "Functional Workplace Training"
Organisational Procedure: Management of Work Equipment and Access to Information Resources	Activities required to allocate and withdraw work equipment and employees' access to information resources.	
Rules on Scholarships in the Impol Group	Procedure and criteria for awarding company scholarships, scholarship amounts and other education costs, and the rights and obligations of the scholarship provider and recipient.	
Rules on Working from Home	Rights, obligations and conditions for working from home, and the organisation of work and working time when working from home.	
Rules on the Allowance for Adverse Working-Environment Conditions and Specific Occupational Hazards and Additional Annual Leave for Work in Such Conditions	Types of adverse working-environment conditions and specific occupational hazards, eligibility for and the amount of the allowance, and the positions exposed to such conditions.	
Rules on the Prevention, Detection and Investigation of Fraud	Establishes an internal channel for reporting breaches of legislation, other rules, applicable recommendations, internal regulations, good business practices and ethical principles.	

All documents are available in DNA. Employees without access to DNA may view them at any time through their immediate supervisors or at the company secretariat.

