HR policy

4853

employees

78 %

of employees under unlimited time employment contracts

23 %

of employees aged 30 or younger

The Capital Group of Grupa Kęty S.A. wishes its employees to be the ambassadors of their employer

647

new employees in 2019

The results generated by a company depend on the abilities of its employees and the capacity of the company to attract staff with adequate qualifications. Therefore, HR specialists at the Capital Group companies pay a lot of attention to the employee development processes and adaptation of new people to the work.

The HR policy of the Grupa Kęty S.A. Capital Group determines standards related to human resources management at our organisation. It forms basis for designing and implementing HR processes, ensuring compliance with the mission and values of the Company.

Specific models create the identity and organisational structure, as well as set out limits for the activities of managers on each level of management, affecting both the quality and conditions of work at the Company.

The binding conduct procedures emphasise the principles of tolerance and ensuring equal chances in each area of the company operation. This means, among other things, granting remuneration based on specific criteria (in consideration of education, experience, and the effects of work), common access to benefits, training courses, absence of discrimination due to any reasons (including gender, age, disability, race, religion, nationality, political views, trade union affiliation, ethnic origin, denomination, sexual orientation, form of employment, i.e. for limited, unlimited time, or full time, part time).

Equal treatment is supported by system-based solutions, about which all of the employees are informed in an easily understandable manner.

It is important for the Company to build the organisation based on mutual respect, dialogue and trust. Various systems have been implemented at the respective companies to enable passing information from the employer to the employees. There are also systems which facilitate reporting comments by the employees.

Apart from the basic forms of communication, such as e-mail or information boards, there are also suggestion systems. The subjects reported by the employees contribute to improving safety, streamlining and increasing the effectiveness of work, defining standards and better utilisation of the employees' knowledge and skills. Moreover, employee representatives are appointed to present the comments collected from the employees in meetings with the managers. The trade unions operating at the companies forward their comments and proposals directly to the respective Management Boards. Within the management-by-objectives system, short- and long-term planning processes are defined. The system provides tools for assigning tasks in relationship to the Company strategy and the needs of its organisational units, which are formulated based on the SMART concept. Moreover, the system supports managerial staff during the process of monitoring the achievement and settlement of objectives.

Occupational health and safety

2,937 employees, i.e. 60% of people employed by the domestic companies, are covered with medical programmes

Safety at work is an issue which cannot be compromised. Workstations are subject to current analysis with regard to the potential risk, and the employees are periodically trained in occupational health and safety.

At the Grupa Kęty S.A. Capital Group the ‘Safe Work’ programme has been implemented. It concentrates not only on the actions required by law, but mainly on raising the awareness of how the behaviour of one person affects the safety of other co-workers. There are provided additional training courses in OHS and fire safety, in reference to the specifics of operation of the respective company. Suggestion systems are also used to implement the programme objectives. The systems, being an additional source of information about the potential risks at work, encourage the employees to share their knowledge and enable them to suggest improvements. Thanks to the reporting system, the results of the undertaken measures and potential risks may be analysed on a current basis.

In 2019, there were 72 victims of accidents at work (14 women and 58 men).

The Company cares highly for investing in the employees’ health by proposing them a range of sports events, which are described in more detail in the chapter entitled The idea of educating through sport.

A detailed description of the indicators may be found in the report of the Management Board of Grupa Kęty S.A. on the operations of the Company and the Capital Group in 2019, pages 39–46