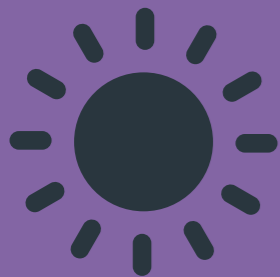


EMITEL'S  
SOCIAL  
ENGAGEMENT  
REPORT  
2018





Dear Sir or Madam,

today we are providing to you Emitel's Social Engagement Report for 2018.

Being a Industry leader is an obligation, thus we are seeking non-obvious solutions in the scope of social activities. We attach great importance to building lasting relations, we want to set trends and our ambition is to induce changes. Therefore, we take care to make our objectives, achieved through everyday work, be realised responsibly towards our stakeholders and the environment. We also keep in mind the issue of creating a friendly and appealing workplace for our employees.

Last year, Emitel supported many social and charitable initiatives. The Company became engaged in the work of Global Compact, an UN platform for promoting social responsibility of business. We became the patron of the Leadership Academy for Poland, a development project for students and graduates actively acting in local communities. We also continued our co-operation with the Foundation for the Development of Radiocommunication and Multimedia Technologies at the Warsaw University of Technology in terms of realising development and scholarship programmes. We supported young scientists in creating the Transatlantic Radio Station Museum and Science Centre.

Emitel's infrastructure is present all around the country, which makes it very important for the Company to take care for people and the natural environment in the vicinity of the broadcasting stations. When making any business decision concerning the relations in the workplace or co-operation with local communities, Emitel's employees are guided by a system of values. The Company's ethics code regulates the issue of general business practices used as basis for its activity. It is a set of principles based on honesty, openness, responsibility, justice and mutual respect.

For years, Emitel has been in the forefront of Polish companies implementing the principles of social engagement of business, which is confirmed by numerous CSR awards and distinctions received by the Company in 2018, including among others: distinction in the competition organised by the Employers of Poland named "Zdrowy pracownik, zdrowa firma" [Healthy employee, healthy company], title of a Trustworthy Employer awarded by the National Chamber of Commerce and the Polish Promotional Emblem Foundation "Poland: Now", emblem of the Human Resources Investor awarded by the Digital Knowledge Observatory Foundation (formerly the Management Observatory Foundation) as well as the statuette and emblem "Employee-friendly Employer" awarded by NSZZ "Solidarność" with the honorary patronage of the President of the Republic of Poland.

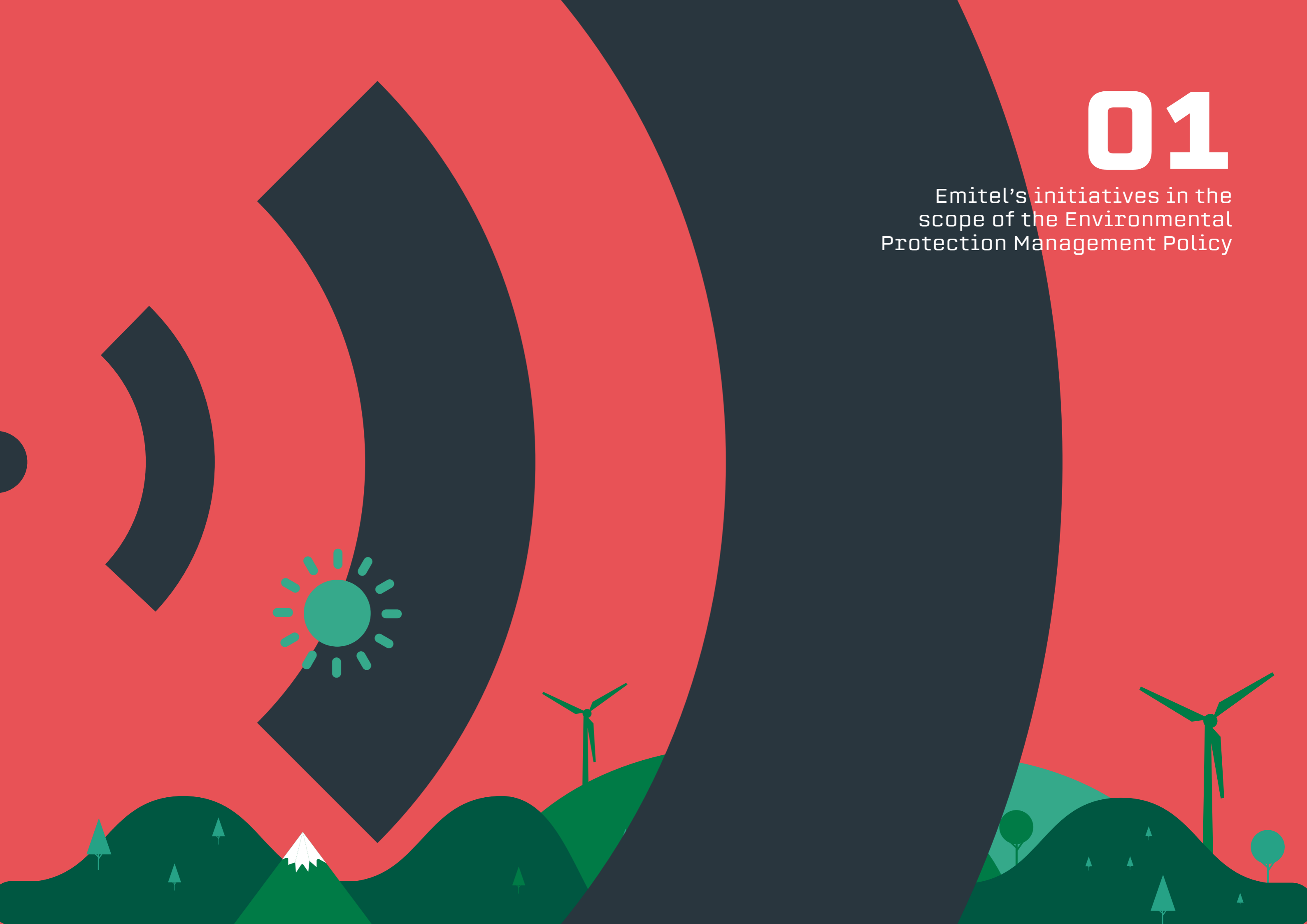
We encourage you to get acquainted with our social engagement report, which is hereby provided to you with a request to give your opinions and advice on what we can do better. It is your task to evaluate us in comparison to other companies in Poland that take care for the natural environment as well as people and its surroundings.

Enjoy this report!

A handwritten signature in white ink, located in the bottom right corner of the page.

# 01

Emitel's initiatives in the scope of the Environmental Protection Management Policy



# 01

## Emitel's initiatives in the scope of the Environmental Protection Management Policy

At Emitel, we pay particular attention to protecting the natural environment by using energy-saving materials and environmentally-friendly solutions. We regularly measure the impact of our activity on the environment and prioritise the compliance with all environmental protection standards.

### In 2018, the Company executed a series of initiatives that support the Polish natural environment and ecosystem as part of the implemented Environmental Protection Management Policy



The environmental protection management includes the identification of important aspects of environmental impact related to the Company's activity as well as the assessment of threats and risks resulting from the activity, specification of the basic directions of action, specification of the expected results of these actions and their implementation, on-going monitoring of the execution of processes related to environmental protection and adapting them to changing regulations as well as technical or organisational solutions, control over the executed actions, planning and taking up optimising and remedial action as well as propagation of environmentally-friendly notions among the local communities and building their awareness in the given area of the Company's activity.

We identified the main environmental aspects that we prioritise as part of a responsible business activity:

- impact of electromagnetic fields on the environment, atmosphere and climate protection,
- reduction of soil and water pollutants,
- protection of biodiversity and habitats of endangered species,
- waste economy.

#### Environmental education campaigns

With the awareness that the assumed objectives will be achieved through full understanding of the threats, in 2018 we prioritised increasing the environmental awareness of employees and executed a series of education campaigns related to environmental protection.

As part of these campaigns, we prepared educational videos for employees as well as press releases and educational materials in the following fields:

#### Atmosphere and climate protection

In this field, we prepared an educational video on atmosphere and climate protection as well as educational releases titled:

- *Is smog coming?*
- *Do not heat up the atmosphere*
- *In Summit, it is great to see you - COP24 climate change*

#### Summitwastes

In the field of wastes, we prepared an educational video on waste management as well as an educational release titled:

- *Be zero Waste*

#### Biodiversity

In the field of biodiversity, we prepared an educational video on biodiversity as well as educational releases titled:

- *Different means good,*
- *Protection of the Eurasian curlew*

We also organised a knowledge contest on biodiversity for our employees.

### ELECTROMAGNETIC FIELDS

The emission of electromagnetic fields into the environment is related with the Company's main production process, i.e. emission of radio, television and telecommunication signals. The activity composed of leasing infrastructure to our business partners features the emission of electromagnetic fields into the environment, derived in this case from the systems belonging to our partners.

The limitation of the negative impact of electromagnetic fields on the natural environment is executed through:

- analysis of the design of each planned investment in terms of reducing the potential impact of electromagnetic fields on the natural environment,
- obtaining an expert's opinion on each investment in the area

of electromagnetic field emission in terms of possible increases in field intensity and impact on humans and the environment,

- verification of the environmental impact of external partners' emission starts,
- regular testing of electromagnetic fields around broadcasting structures and taking up corrective action,
- location of broadcasting stations in places ensuring the adequate spatial separation between the electromagnetic fields and places accessible to people, maximum EIRP reduction and construction of complex antenna systems with absorption in the direction of the ground, reasonable increase in the antenna suspension height to increase the separation zone, selection of antennas and antenna systems with environmentally-favourable vertical and horizontal features, development and implementation of internal procedures specifying the behaviour during the start-up of systems emitting electromagnetic fields,
- social education in terms of the impact of electromagnetic fields,
- on-going monitoring of the changes in legislation and the newest science reports on the impact of electromagnetic fields on people and the environment, methodical review of procedures and their modification.

Our priority is to limit the negative impact of electromagnetic fields on the natural environment and strict compliance with the acceptable levels of electromagnetic fields.

The monitoring and supervision system for electromagnetic field investments implemented by us includes many stages. Each stage, starting with designing, through obtaining the necessary permits for system start-up and ending with physical start-up (signal emission), features the monitoring of the electromagnetic fields' intensity and their impact on people and the environment. During subsequent operation, the levels of electromagnetic fields around the broadcasting station are also constantly monitored and all works are supervised by a dedicated team tasked to assess the impact of the system and minimise the field levels around the broadcasting structures under the leadership of the Team Member - Chief Technology Officer.

During each stage, Emitel guarantees full transparency and access to the results of electromagnetic field measurements conducted around our structures.



The residents of the areas under control can independently or via relevant institutions, such as the voivodeship inspectorate of environmental protection, city and commune halls as well as voivodeship sanitary and epidemiological stations, review the documentation on the monitoring of electromagnetic field levels and the broadcasting station's impact on people and the environment.

We regularly control the levels of electromagnetic fields around radio communication structures. We take corrective action if the acceptable levels of electromagnetic fields are exceeded.

#### A. Monitoring of the intensity of electromagnetic fields

The electromagnetic field measurements are conducted based on the Regulation of the Minister of Environment of 30 October 2003 on the acceptable levels of electromagnetic fields in the environment as well as the methods of verifying the levels' maintenance (Polish Journal of Laws; Dz. U. no. 192, item 1883) by accredited test laboratories.

In 2018, we conducted 245 electromagnetic field measurements (increase of 3%) to protect the environment around systems constituting the sources of electromagnetic fields. The arithmetic mean of the maximum electromagnetic field intensity around Emitel's key structures amounted to 3.14 V/m and has not exceeded 50% of the acceptable value, i.e. 7 V/m.

# 01

## Emitel's initiatives in the scope of the Environmental Protection Management Policy

In 2018, we also conducted 170 electromagnetic field calculations (increase of 26%) around systems constituting its sources. We conduct electromagnetic field calculations with the use of the EMILAB 2.2 dedicated software, intended for forecasting the electromagnetic field distribution and intensity.

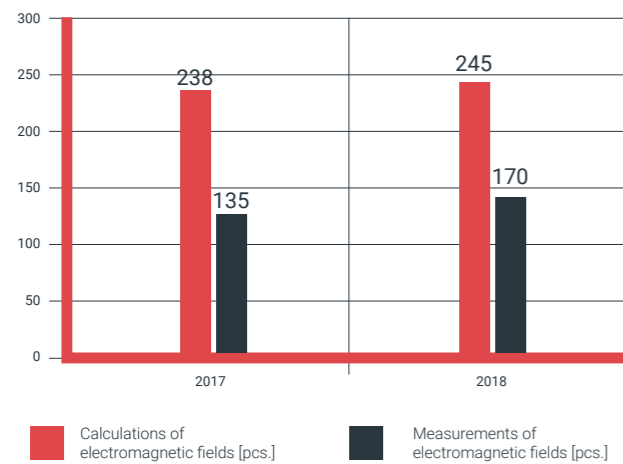


Fig. 1. Number (pcs.) of conducted electromagnetic field measurements and calculations.

The process of environmental expert's opinion on investments in the area of electromagnetic fields featured 33 internal environmental opinions aimed at conducting a pre-designing analysis of possible increases in the electromagnetic field intensity.

The social dialogue also included several presentations on the applied technology as well as its impact on people and the environment.

**Emitel guarantees full transparency and access to the results of electromagnetic field measurements conducted around our structures**



We are aware that the main problem in the area of electromagnetic fields, despite the prevalence of their use, is the very little knowledge about them and the impact of electromagnetic fields on people and the environment. The lack of knowledge is the main reason for misguided opinions and stereotypes, which can hinder the development of new technologies.

### B. Education campaign – Protect the environment, start with yourself.

In connection to the implemented Environmental Protection Management policy, Emitel prepared an education campaign on the main aspects of impact: - Wastes - Biodiversity - Atmosphere and climate protection.

The campaign featured instruction and educational videos for Employees as well as internal releases concerning wastes, biodiversity as well as atmosphere and climate protection. In addition, the impact area featured internal releases. All actions are executed as part of the concept of Protect the environment, start with yourself.

It was assumed that selected areas of the Company's impact on the environment will feature educational videos as well as internal press information or releases. It was assumed that the campaign's audience will include each of the Company's Employees. Each video and article or release was provided to every Employee individually by using the Company's main communication channels.

The Company's objective was to provide all Employees with the knowledge on the importance of environmental protection for the Company and that the actions taken in this scope can bring tangible organisational and financial benefits. Aside from the knowledge on the Company's development direction, it is beneficial for the recipients to be able to use acquired information in their private life, which can substantially contribute to the protection of natural resources.

### C. Protection of biodiversity

In co-operation with the "Bocian" Environmental Association, Emitel is executing activities related to the protection of the endangered Eurasian curlew. Through sponsorship, the company takes part in the programme dedicated to the protection of this wading bird from the curlew family.

In 2018, as part of ecosystem biodiversity maintenance, Emitel continued its support of the second stage of the National Eurasian Curlew Protection Plan. We provide financial support for the programme and organise educational events and contests for our employees, with prizes in the form of calendars with photos of the Eurasian curlew. These events are aimed at increasing employee awareness in terms of species biodiversity protection, which includes the protection of the Eurasian curlew.

The Eurasian curlew is one of the biggest representatives of the curlew family. This brown-grey bird with a specific arched and crooked beak is an endangered protected species and is listed in the Polish red list of endangered animals (VU - vulnerable). In 2018, the IUCN raised its protective status to nearthreatened (NT) in the global scale (BirdLife 2012).



The project's promotion and the World Curlew Day featured the display of short advertisements devoted to this species on LED screens. The Company is the godmother of three birds that were named by the Employees - Emi, MUX and Dipol.

In addition, the internal press and communication features information about the executed endangered species protection programme and the Company also organised a contest for the Employees concerning endangered species. The periodic information for Employees about the participation in the Eurasian curlew protection programme and the Employees' interest in endangered species protection expressed in the participation in the organised contests were adopted as measures.

The main benefit for the organisation and the Employees is the awareness about the endangered species' problem. A measurable benefit contributing to the limitation of interference in the local ecosystems is the optimisation of the size of the area of potential investments by reducing the investment area to the required minimum. By giving the three birds names that refer to the radio technology, the Employees are more associated with the species protection programme.

**The main benefit for the organisation and the Employees is the awareness about the endangered species' problem**



In 2018, we conducted a dendrological assessment including a tomography testing of several trees to determine their condition.

### D. Environmental Protection Workshop - Electromagnetic Fields

In 2018, we launched the Environmental Protection Workshop - Electromagnetic Fields, which are intended for school-aged youth and children. The purpose of the workshop is to convey knowledge about electromagnetic fields, their use in the modern world and the threats they can bring.

The workshop's class meetings include multimedia presentations for children on the basic information about electromagnetic fields, their sources and use in everyday life. Then, an animated movie describing the possible threats resulting from the emission of electromagnetic fields as well as preventive actions taken is presented. The final element of the workshop is a tour of a large broadcasting station - the Radio and Television Broadcasting Station, including a presentation on the history of the structure's construction.



# 01

## Emitel's initiatives in the scope of the Environmental Protection Management Policy



In 2018, the workshop featured participation of eighth grade students - 25 persons. Due to the fact that the classes are intended for students, it was previously necessary to obtain the approval of relevant institutions (school administration). Due to the above, the workshop for a single class was launched in the 4th quarter of 2018, which complied with the adopted objective. The effectiveness measure is the number of children taking part in the workshop. In 2018, we achieved 100% effectiveness. The programme was launched in December and will be continued in 2019.

A big benefit for us is the ability to provide knowledge on electromagnetic fields. The education of the youth, which is one of the main users of devices emitting electromagnetic fields will enable eliminating the stereotypes that hinder the development of technology and the company. The benefit for the recipients is mainly the knowledge about the physical factor, which in uncontrolled conditions can have a negative impact on people and the environment. The awareness will also contribute to easier and more common access to mobile services (Internet/telephone) thanks to new infrastructure built based on that knowledge and with the approval of potential nearby residents.

### PROTECTION OF SOILS AND UNDERGROUND WATERS AGAINST POLLUTION

The pollution of soil and waters is mainly related to the process of domestic sewage generation. Due to the location of the Emitel structures, the main sources of water supply are deep water wells. In an effort to protect the soil and ground waters, domestic sewage is introduced into the ground after earlier treatment.

Our objective is to minimise soil and water pollution by using environmentally-friendly systems and maintaining soil and water purity standards at the level required by detailed rules of law. This objective is achieved by on-going supervision over the sewage treatment infrastructure.

We execute technical inspections of the water supply and sewage system. Furthermore, we developed and implemented the Water Supply and Sewage Economy Plan, which is a tool supporting the management concerning soil and water protection against pollution. The Water Supply and Sewage Economy Plan was developed for each broadcasting station that includes a sewage treatment plant and features defined threats and recommended action aimed at eliminating them in a strictly defined time frame.

### We regularly repair, modernise and test the sewage system and its quality



In 2018, we:

- Modernised the sewage treatment system at RTCN Płock-Rachocin, which enabled us to avoid generating industrial sewage and to generate solely domestic sewage, which was confirmed in the new Water Law Permit,
- Modernised sewage treatment devices (settling tank, drainage replacement) at RTCN Rzeszów-Sucha Góra.

Our priority is also to consistently obtain the required Water Law Permits and maintaining the parameters specified in them.

We are also constantly modernising our sewage discharge and treatment infrastructure. In the last two years, to limit the risk of soil and water pollution through operation of sewage treatment devices, we changed or modernised the sewage treatment systems at key structures.

### MAINTAINING BIODIVERSITY AND PROTECTION OF HABITATS

We are aware that some broadcasting structures are located in legally protected areas. Due to the precious environmental values of these areas, we make efforts to maintain the biodiversity of fauna and flora.

One of the priorities of our responsible activity is to limit the negative impact on protected habitats and care for maintaining the biological diversity of ecosystems. This is executed by:

- compliance with and application of the current protection plans, especially for structures located in the Nature 2000 areas and/or national parks. For this purpose, we are regularly analysing the impact of radio communication systems (UKF, DVB-T) on habitat protection areas covered by the Nature 2000 programme;
- reduction of activities that could endanger the protected habitats. Therefore, when building new structures, we use state-of-the-art technological solutions in radio communication and limit the investment area to the required minimum;
- taking care for the biological diversity in the area and around radio communication structures and other telecommunication infrastructure through the greatest possible maintenance of the fauna and flora present in the area (trees, bushes and animal species);
- supporting environmentally-friendly initiatives aimed at protecting natural habitats and biodiversity in areas with radio communication structures and other telecommunication infrastructure.

During the investment process, as part of environmental analyses, we assessed the impact of our investments in the scope of electromagnetic fields on precious environmental values protected in the scope of the Nature 2000 programme. Their purpose is to estimate the impact of our investments on the Nature 2000 areas. Analyses have shown no impact on these areas and complete safety of the executed investments for the environment. For the sake of the natural environment, our new radio communication structures are designed in a way that enables spatial limitation of the investment area.

### We assess the impact of our investments on precious environmental values protected in the scope of the Nature 2000 programme



### WASTE ECONOMY

Waste generation is a side effect of the main production process and device operation by Technical Groups and/or permanent staff. We generate dangerous, other than dangerous and domestic wastes.

In terms of waste economy, we also supervise and control the activity of outside entities that operate their own devices at our broadcasting structures.

Our objective is to prevent waste generation or limit the quantity of wastes and their negative impact on the environment.



We execute an environmentally-friendly waste economy by using solutions that allow recycling and a waste utilisation process compliant with the environmental protection principles, in the scope of wastes that could not be prevented or recycled.

We also conduct constant supervision over the investments of outside partners in the scope of waste economy at the radio communication structures as well as full registration of generated wastes according to the current regulations. Our objective is to ensure the realisation of commitments

# 01

## Emitel's initiatives in the scope of the Environmental Protection Management Policy

resulting from legal regulations on the utilisation of worn electrical and electronic equipment.



For the purpose of correct and environmentally-beneficial waste economy, we developed internal procedure instructions and implemented a series of solutions that minimise waste generation, such as: organisational rearrangement to electronic communication, re-use of packaging, e.g. large-diameter packaging for antennas or transmitters, as well as monitoring of paper consumption and its more effective use (double-side printing). We organise video and teleconferences more frequently, thereby reducing the flue gas emission and car fleet wear. We also introduced waste segregation containers in offices and register the quality and quantity of wastes. We also changed the Company's Purchase Policy into a more environmentally-friendly policy. For the sake of the surrounding environment, we provide an opinion on our partners' investments executed at our structures in terms of waste management. We co-operate with the Recycling Organisation in terms of education campaigns on electrical and electronic equipment.

### A. Environmental education campaigns

To improve the green awareness of our Employees, we organise information campaigns related to environmental protection.

The first campaign was conducted under the catchphrase: Zero Waste. The main assumption of the changes was a new approach to wastes that can be described with the following statement: *Wastes are not rubbish, but precious resources.*

The correct waste segregation (including household wastes) is done using separate containers, e.g. blue - intended for paper wastes, green for glass, yellow for metals and plastics, as well as brown, which is intended for biodegradable wastes, i.e. so-called "kitchen wastes".

### Atmosphere and climate protection

- We developed an educational video
- We prepared an internal press article titled *Is smog coming?*
- We prepared an internal press article titled *Do not heat up the atmosphere*
- We prepared an internal press article titled *In Summit, it is great to see you - COP24 climate change summit*

### Wastes

- We developed an educational video
- We prepared an internal press article titled *Be Zero Waste*

### Biodiversity

- We developed an educational video
- We prepared an internal press article titled *Different means good.*
- We prepared an internal press article titled *Protection of the Eurasian curlew.*
- We organised an internal knowledge contest on biodiversity.

### B. Segregation and recycling of wastes

In order to limit the use of raw materials, we are conducting a waste collection and segregation event in our offices. Furthermore, the Recycling Organisation is conducting in our name education campaigns in kindergartens and schools, thereby supporting environmentally-friendly attitudes among the youth (toner and battery collection event in return for school trip subsidies, among others).

### C. Internal inspections for waste economy procedures compliance

In 2018, as part of internal preventive actions, we were conducting regular inspections of broadcasting stations in terms of waste economy in 10 radio communication structures.

After each inspection, a relevant report was developed, including a description of the waste economy in the given structure along with possible recommendations.

The inspections resulted in the modification of the method of waste storage and their registration. This contributed to the limitation of the impact of our relevant activity on the natural environment.

### ATMOSPHERE AND CLIMATE PROTECTION

The main pollutants generated as result of supporting or securing the Company's main activity is the emission of gases and dust into the air caused by the operation of local boiler stations (so-called low emission), emergency supply sources and transport means. An important factor that can affect the climate is our use of high energy-demand devices and cooling or fire extinguishing devices with greenhouse gases.

One of our most important tasks aimed at environmental protection is the minimisation of the negative impact of operated devices responsible for low emission and generation of greenhouse gases.

We introduced a series of changes that contributed to the reduction of environmental effects including, among others, the monitoring of the quality and quantity of fuels consumed by the used transport means, boiler stations and stationary devices. We also took action to reduce the pollutants released into the atmosphere including, among others, replacement and modification of the car fleet or replacement of technical devices with next generation equipment that does not use substances depleting the atmosphere. We completely abandoned the use of heat sources based on solid fuels (carbon, coke). We use room temperature and furnace temperature controllers that guarantee energy consumption optimisation and monitor the correct operation and maintenance of the devices responsible for low emission and air-conditioning (Emitel is registered in the Central Register of Operators). We also developed internal instructions for proceeding with devices that include fluorinated gases and we periodically inspect and test the tightness of these devices. We regularly introduce energy-saving process and technical solutions that reduce air pollution and climate changes.

## We completely abandoned the use of heat sources based on solid fuels [carbon, coke]



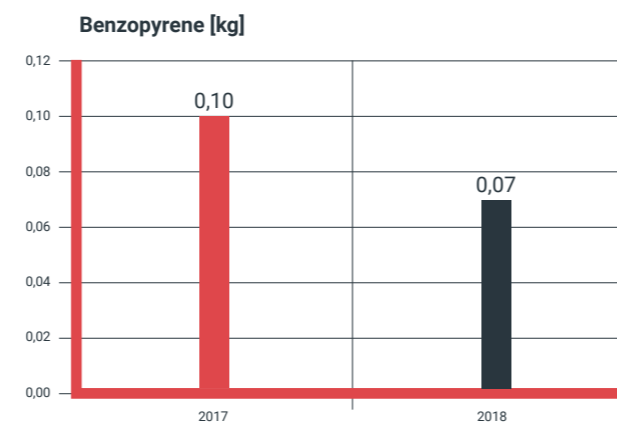
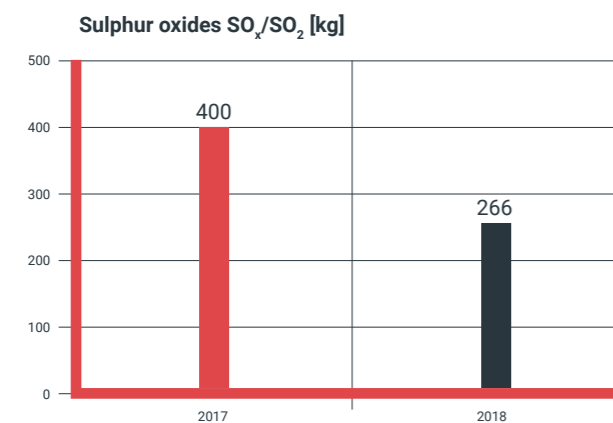
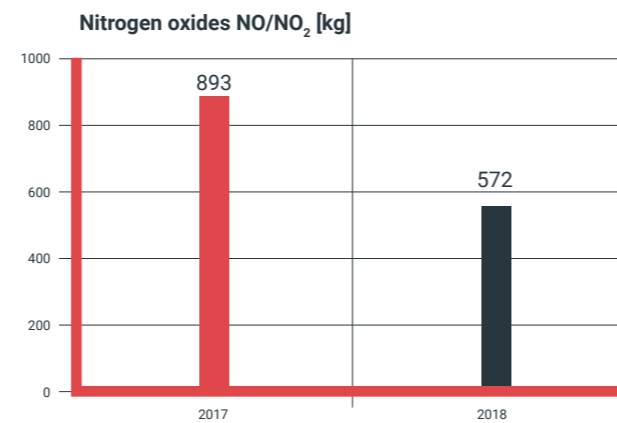
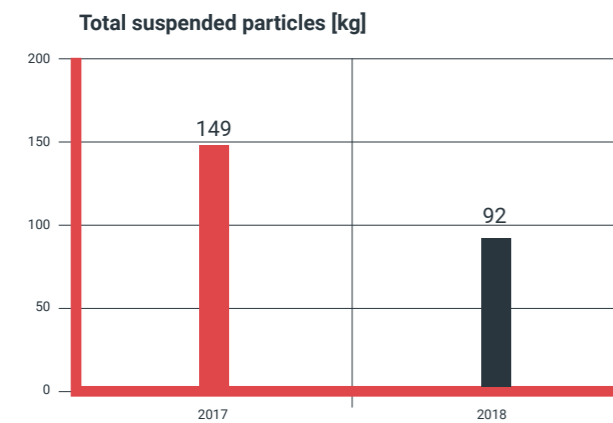
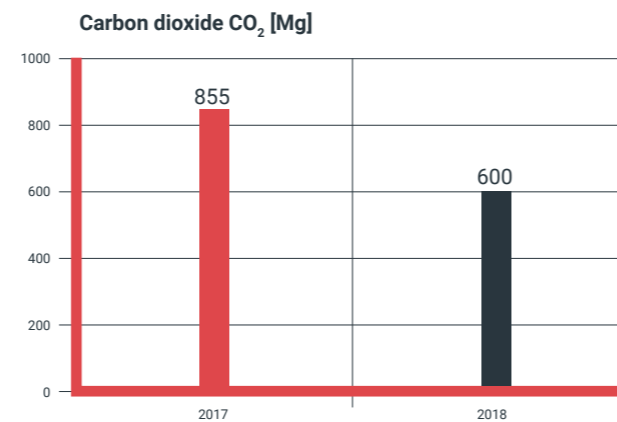
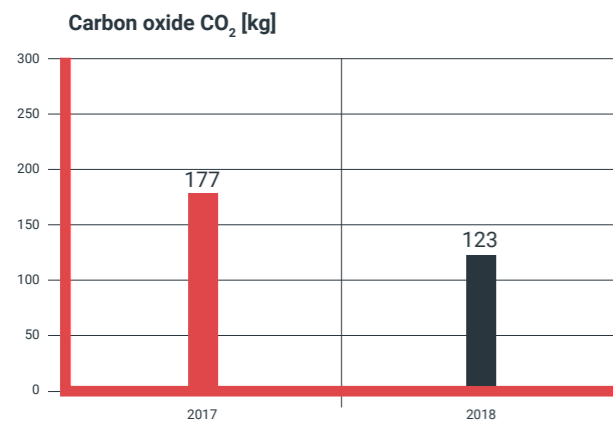
Our actions on raw material and fuel quality and consumption contributed to the reduction of pollutants introduced into the atmosphere in 2018.

In comparison to 2017, we reduced the following emissions:

- carbon oxide [CO] by 45%,
- carbon oxide [CO<sub>2</sub>] by 42%, total suspended particles by 63%,
- nitrogen oxides [NO<sub>x</sub>,NO<sub>2</sub>] by 56%,
- sulphur oxides [SO<sub>x</sub>,SO<sub>2</sub>] by 50%,
- benzopyrene by 51%.

# 01

## Emitel's initiatives in the scope of the Environmental Protection Management Policy



### RELATIONS WITH PARTNERS

If we want to function and develop on any market, we need a far-reaching and long-term approach. It is already obvious that the environmental issue plays an increasing role in the activity of any enterprise, which is why the sooner the enterprises decide to be environmentally-friendly, the quicker they will reap the benefits and profit from it. The use of environmentally-friendly attitudes in the relations with partners is also an element of environmental management.

In the relations with our business partners, we prioritise environmentally-friendly action and attitudes. We strongly believe that promoting such attitudes in business relations brings measurable benefits to all now and in the long-term, also benefiting the future generations.

Hence, in the conducted tender proceedings, we apply environmental criteria, awarding extra score for environmentally-friendly actions and attitudes.

Our environmental criteria include the following:

- implemented environmental management system (ISO 14001 or EMAS, or other);
- internal Environmental Policy or Good Environmental Practice Policy;
- certificates (of ecological organisations or other) or (approved) internal procedures confirming the implementation of actions limiting the conducted activity's impact on the environment.

Compliance with the environmental criteria is also required by us during the latter stages of the operative co-operation. During the procedure of providing our technical infrastructure in the form of towers or masts, we pay special attention to the correct proceeding in terms of standards and regulations on the protection against electromagnetic fields and waste management. Thanks to the implemented and applied tools, each case is analysed individually.





# 02

Energy initiatives  
executed by Emitel

# 02

Energy initiatives  
executed by Emitel

As part of projects aimed at protecting the environment, Emitel executes a series of actions directed at optimising electricity consumption and the processing of energy consumed for telecommunication device operation to energy for re-use.

## WASTE HEAT RECOVERY

The transmitter telecommunication devices convert electricity into high-frequency wave energy, which causes the emission of high heat quantities. This requires them to be equipped with cooling systems that lower the devices' temperature and discharge the excess heat to the buildings' exterior. This heat is known as "waste heat". The operation of the state-of-the-art system introduced by us is based on collecting the heat circulating in the transmitters' liquid cooling system and delivering it into the heating system during the winter. In the summer, the recovered energy supports the air-conditioner operation in technical rooms, thereby ensuring a beneficial reduction in the consumption of energy required for the cooling of telecommunication devices. The effect of using the waste heat recovery system is a reduction in heating oil use for building heating and an environmentally-advantageous reduction in the emission of harmful substances into the atmosphere. This solution is applied in 4 high-capacity broadcasting structures.



## TRANSMITTER MODERNISATION

In order to reduce the electricity consumption and CO<sub>2</sub> emission to protect the environment, we modified the electronic circuits (of DVB-T transmitters' end amplifiers) in 34 high-capacity broadcasting stations and adapted conventional amplifiers to the Doherty-type next generation solutions. In effect, the efficiency of the DVB-T television transmitters

increased from 17-22% to 35-45%. This means that at the same capacity, the transmitters have a substantially reduced consumption of electricity from the power grid. The average annual energy savings amounted to 1,530,000 kWh per year, which means a CO<sub>2</sub> emission reduction of approx. 1,270 Mg per year. The execution of this initiative enabled us to obtain the so-called white certificates from the Energy Regulatory Office. We are continuing our work on replacing other transmitters, but this time this concerns the UKF analogue emissions. This will result in the reduction of energy consumption and ultimately a reduction in CO<sub>2</sub> emission.

## USE OF ENERGY-SAVING COOLING SYSTEMS

We are consequently introducing room cooling based on ventilation (free cooling) devices, the operation of which is based on the following:

- blowing cool air through adequate filters (direct free cooling) - this model is currently using several dozen systems,
- cooling hot air in the room via coolers cooled with cool air using an intermediate agent, i.e. glycol - this ventilation mechanism is used in several systems

The ventilation (free cooling) devices utilise cool air derived from the outside by blowing it into the room through an adequate purifying filter and simultaneously extracting hot air to the outside through a dedicated air discharge. The ventilation (free cooling) device is equipped with an electronic controller that regulates the quantity of blown air depending on the external and internal temperatures. Thanks to a small energy consumption, this solution is substantially more cost-effective than a typical air-conditioning system and the estimated electricity consumption savings resulting from its use exceed 210,000 kWh per annum.

## IMPLEMENTATION OF THE ENERGY-SAVING LED LIGHTING

In order to rationalise the energy consumption at the structures, we are replacing classic external lighting fittings (filament and high-efficiency sodium) with LED lighting. The result of this replacement is a reduction in the fittings' capacity and energy consumption from approx. 100-400 W to approx. 30-115 W.

## We are continuing the programme of modernising the external lighting of our infrastructure in the country



In addition, some of the fittings that were thus enabled continuously are currently controlled by a motion sensor. We are continuing the external lighting modernisation programme. We already executed projects at 129 selected structures with a relatively high consumption of power required for area lighting.

## REPLACEMENT OF POWER SUPPLY DEVICES WITH HIGH-EFFICIENCY DEVICES

Power supply devices, such as DC power suppliers (48 V) and voltage converters as well as UPS continuous supply devices are working 24/7 for 365 hours a year and the energy consumption of these devices depends on their efficiency. Since 2012, as part of pro-energy initiatives, Emitel has been replacing its devices with HE (High Efficiency) devices, i.e. >94%, thereby enabling it to reduce electricity consumption.

## LIMITATION OF REACTIVE POWER CONSUMPTION

The consumption of reactive (capacitive or induction) power by devices causes harmful effects in a power grid: it increases power losses, generates voltage drops and reduces the grid's capacity. In the recent years, the structures featuring this problem (several dozen locations) were equipped with capacitor batteries or shunt reactors improving the power factor to the acceptable value. This means lower energy losses and thus a reduction in negative environmental impact. In 2018, we launched further 11 reactive power compensation systems.

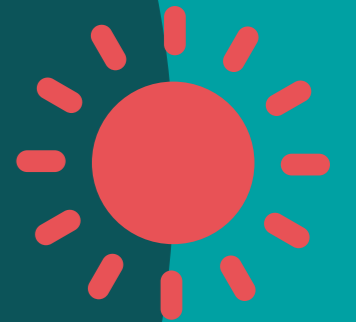
## ENERGY AUDIT

Emitel commissioned another energy audit to a specialist auditing company. This audit featured an assessment of the effectiveness of the UKF analogue transmitter replacement project.



# 03

Emitel's employee initiatives



# 03

## Emitel's employee initiatives

Emitel's activity is not only a responsible approach towards environmental protection. We are proudly taking up a series of initiatives aimed at the well-being of our Employees in terms of respecting the rights, ethics and safe work principles, and at supporting, directly or indirectly, the Employees and their loved ones.

### CODE OF ETHICS

One of the most important elements required for the Company's development and successes is the trust of our Investors, Employees and Customers. This approach to the conducted business is a priority for us and directly results from our values. Transparency of executed activities, promoting the idea of open communication as well as honesty and professionalism are our calling cards. The Company's ethics code regulates the issue of general business practices used as basis for its activity as well as the principles of ethical procedure in internal and business relations.

**Transparency of executed activities, promoting the idea of open communication as well as honesty and professionalism are our calling cards**



### OBSERVANCE OF HUMAN RIGHTS

#### A. Anti-mobbing and anti-discrimination procedure

In Emitel, we care for the highest standards by introducing regulations in fields that are important for us in terms of building a friendly work environment. One of them is compliance with the principles of the mobbing and discrimination prevention policy as well as promoting related adequate standards of conduct. As a responsible Employer, we do not accept any action or behaviours that bear signs of mobbing or discrimination. To prevent such phenomena, we introduced a formal procedure in case of occurrence of an improper action or behaviours that bear signs of mobbing or discrimination. The Company has also appointed the Mobbing and Discrimination Prevention Spokesperson, the role of whom is to react to any doubts reported by Employees.

#### B. Declaration of Diversity

Diversity is a fundamental value of a modern society. The policy of equal treatment and diversity management bring measurable benefits and contribute to the organisation's development and innovativeness.

In a dynamically changing environment, the Emitel team needs people with varying world views, education and life style. Diversity allows us to develop as an organisation, be more effective in overcoming obstacles and continuously improve our activity.

We assess and respect the knowledge, skills, talents and broad perspectives provided by diversity. We draw benefits from Employee competencies and experiences, thereby building an atmosphere of trust and co-operation. We bet on partner relation in the work place, honestly and openness to others. We are shaping a working environment in which everyone feels respected, appreciated and is able to improve his or her skills, regardless of views, gender or age.

#### C. Diversity Charter

From 2017, Emitel is a member of the Diversity Charter Signatories. This way, we are expressing our support for the concept of diversity, which is an important aspect of management and building a modern organisation and a friendly work place. By signing the Diversity Charter, we also became an ambassador of achieving competitive advantage based on diversity and became publicly obliged to counteract discrimination and manage diversity in our organisation.

As the Diversity Charter Signatory and a responsible Employer that adopted the Diversity Declaration, Emitel respects and values the diversity of its Employees as a fundamental value of a modern society.

Emitel teams are very diverse, taking into consideration Employee age, their gender, seniority or the nature of the executed tasks.

The average seniority of our organisation's Employees exceeds 19 years and the Employee with the highest seniority works at Emitel for nearly 50 years. A twenty- or thirty-year seniority is not a surprise to anyone in the company.

The average Employee is nearly 47 years old. The youngest Employee is just over 20 years old and the oldest one - nearly 70 years old. The so-called millennial generation Employees constitute a relatively small group, but it is the most dynamically growing group.

Our team encompasses over 450 people, of which nearly 20% are women, including women that execute tasks in fields that are typically deemed as masculine - in technical groups, infrastructural investments or electromagnetic field measurements.

Due to the Company's scope of activity, the primary occupational group - 78% of the entire team - are technical Employees who are mainly dealing with network maintenance and planning as well as technical investments. The other 22% are Employees responsible for sales and support.

### OCCUPATIONAL HEALTH AND SAFETY

#### A. OHS Weeks

In 2016, with the aim of strengthening attitudes that contribute to increasing work safety and awareness on potential health hazards related not only to work, we commenced organising OHS Weeks, a quarterly Employee information campaign. Each OHS Week is devoted to a different topic and as of today, we conducted the following information campaigns:

- *Stand tall, take care of your spine* - a campaign promoting spine disorder prevention,
- *Life is activity, activity is life* - a campaign promoting physical activity,
- *Be safe on the road* - a campaign supporting responsible participation in road traffic,

- *Loosen up* - an education campaign devoted to stress management,
- *Have a heart and look into the heart* - information activities on cardiovascular diseases and their prevention,
- *Scary stuff* - an information campaign on biological hazards in the environment, especially during the summer period,
- *Maintain balance* - a campaign approximating the notion of work-life balance, i.e. maintaining healthy proportions between work and time off.



The OHS Weeks initiative is aimed at supporting Employees in shaping adequate attitudes and conduct that positively affect their safety, but also health.

#### B. OHS Bulletin

Every month we are issuing a new OHS Bulletin that enables not only Employee education on work safety, but also allows providing information on:

- the Employer's fulfilment of basic duties on OHS (e.g. on the principle of refunding glasses for working at a computer, providing preventive meals and beverages, post-accident procedure, recommended protective vaccination, etc.);
- accidents and near-misses that took place in the company prior to publication;
- action that must be taken to prevent work accidents and minimise their effects (notions related to safe car driving, using protective helmets and reflective vests, near-misses reporting and dangerous situations signalling procedure);
- methods of procedure in dangerous situations, including atypical situations, e.g. animal bites, contact with insects and reptiles;



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## Emitel's employee initiatives

- methods of dealing with stress in the work place;
- broadly understood health care, including issues not related to work (UV radiation harmfulness, procedure in case of sudden events, e.g. strokes, pro-health prevention, among others).

### C. Training on safe car driving

We are organising annual training on improving the car driving technique for several dozen Employees who spend a relatively large amount of time in a car. The training of individual skills takes place with the use of a car driven every day by the Employee, which enables him or her to achieve optimal effects. The training programme includes, among others, courses on a slip plate and slip circle or learning to use emergency breaks with aid of the ABS system. The training is conducted on a professional race track.



### D. Participation in the OHS Team

The biggest employer organisation in Poland, associating 12,000 companies - Employers of Poland - has appointed the OHS Team that includes experts on OHS. The Team dealt with work environment problems and hazards. Its work encompassed legal regulations that in many aspects are archaic and do not correspond to the functioning of modern companies. The Team's objective was to develop recommendations on legal changes that would contribute to improving Employee safety and health care. Emitel's representative, i.e. OHS Manager, has also taken part in the Team's work.

## EMPLOYEE SUPPORT

### A. Social activity - Social Fund

Each Employee, his or her family and all retirees and pensioners are entitled to use the benefits offered from the Social Fund including, among others:

- leisure subsidy,
- financial aid for persons in particularly difficult life, family or material situations,
- financial aid in random cases or in case of a long-term illness,
- loans for housing purposes,
- cultural and education as well as sports and recreation activity subsidies via sports card financing and organising sightseeing trips and mountain rallies.

### B. Anniversary awards

As a responsible Employer, we put special attention to building a friendly work environment, a place in which Employees can pursue their passions, broaden their knowledge, develop their competencies and improve our organisation's market position through partnerships. This approach brings the desired results, which is confirmed, aside from a low labour turnover, by the high average seniority index of nearly 17 years. One of the methods of celebrating the seniority of our Employees is to award them with anniversary money prizes.

### C. Sweet gifts for workers during Christmas

We also remember about Employees who, due to the the Company process' continuity maintenance, are working during holidays. Emitel's tradition is to give them present baskets to make this time, spent by others with their families, a bit sweeter.

### D. Gifts on the occasion of an Employee's child birth

We do not forget about important events in our Employees' calendars. One of such occasions is child birth. We take care to celebrate important moments from the company's life and the private life of our team members. Therefore, each Employee who becomes a parent is given a gift and a congratulations card from the Company's Board.

### E. Holiday contests for Employee children and grandchildren

Another Emitel tradition is to organise annual holiday contests conducted during Christmas. We are inviting the chil-

dren and grandchildren of our Employees to take part in the event. The contest's subject is to create an art work on a specific Christmas-related topic, e.g. Christmas tree decoration, Christmas card, etc. The contests are conducted in several age categories and the authors of the winning art works receive beautiful awards (family board games). We also award participation in the event - all contest participants receive commemorative diplomas and sweet gifts.

### F. Involving Employees and their families in additional initiatives

On the 100th anniversary of regaining by Poland its independence, we invited our Employees' children to participate in an arts contest. The children were to prepare any art work related to the 100th anniversary of the Polish independence. The purpose of the contest was to shape patriotic attitudes and broaden the knowledge on the history of the Polish nation and state.

All participants received commemorative diplomas and gifts, while the authors of some winning works - diplomas and prizes in the form of historic board games or beautiful albums about Poland and its history.

### G. Investment insurance with insurance coverage

Our Employees can join a voluntary investment insurance scheme with insurance coverage at any time.

### H. Collective insurance

Each Employee can take advantage of an appealing offer of a collective life insurance. We offer two insurance options:

- Family - option intended for people interested in a broad scope of insurance covering family-related benefits,
- Health - option intended for people who want high insurance benefits for low premium in case of events concerning the insured person.

The Employee can also cover his or her spouse (life partner) and adult children with the insurance.

### I. Social Benefits and Loans Fund

Emitel has the Employee Social Benefits and Loans Fund, the purpose of which is to provide material aid in the form of loans and social benefits. Any Employee as well as retirees and pensioners who took advantage of these benefits

after concluding their work in our organisations can be a member of the SBLF. The SBLF members are obliged to pay an admission fee and monthly member contributions in the amount specified by the Charter. Each borrower uses the money that constitutes property of the SBLF members. The loans are interest-free.

## The Company took part in the celebration of the 100th anniversary of regaining by Poland its independence



## EMPLOYEE INTEGRATION

### A. Sightseeing trips/integration meetings

"Healthy activity and enjoyment for the soul". This is the motto of annual sightseeing trips that associate Employees interested in both experiencing various parts of our country and shared fun. During such trips, people working in different, often distant places can meet and take part in various attractions related to the location in which the given event takes place. The trips organised by us combine city sightseeing, participation in local games, sightseeing of local, appealing structures, savouring of local products and various types of sports activities. All of the above is complemented by evening supper meetings, concluded with a dance party.

### B. Mountain rallies

Mountain rally enthusiasts for over 12 years are taking part in Emitel's autumn Mountain Rallies, during which they climb the highest and most difficult peaks in Poland. Any Employee can take part in the rally. The beginnings were not easy - only 17 people took part in the first rally organised in 2006. However, this enabled the initiative to quickly gain in popularity.

## Promotion of a healthy life style is one of our priorities



The next year, we were forced to close down the list of participants after only 2 hours from commencing registration.

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## Emitel's employee initiatives

Group trips enable better integration of employee teams, which use the meetings on the trail to get to know their peers from other regions of Poland. For many Employees, the rally preparations became an occasion to regularly take care of their fitness and the friendships made during the trips are maintained even after the conclusion of occupational activity.

### C. Holiday meetings

In the busy time preceding Christmas, we remember to organise meetings with co-workers with a holiday atmosphere. We extend good wishes and feast in traditional dishes until late evening. The Christmas Eve meetings are organised in many locations, including Warsaw, Cracow, Katowice, Poznań, Lublin or Gdańsk, so that each Employee can take part in an event that is important for the Company's culture. We ensure that teams that usually work scattered meet on this day at the same table.

## EMPLOYEE HEALTH

### A. Medical care for Employees

Taking care for our Employee's health is one of our priorities. The actions taken to complete this task include allowing the use of health care in private institutions. Our partner offers access to several dozen internal facilities and several hundred external facilities located all over the country, which is important due to the huge dispersal of the Company's Employees. The Employee subscription medical care service is funded by the Employer. As part of the subscription, Employees can use various services: preventive tests, vaccination, occupational medicine services, professional consulting, diagnostic tests, outpatient surgery, rehabilitation or dental services. The Employees can book visits, order prescriptions, gain access to test results and have constant access to information about the dates of planned visits or tests via the Internet.

### B. Vaccination subsidies

As part of taking care for our Employees' health, we fund flu or tick-borne encephalitis vaccination. Campaigns providing information about the funding of flu vaccination are organised in the period preceding the highest incidence season. The tick-borne encephalitis vaccination is especially important for those Employees who are exposed to tick bites due to the nature of their work.

### C. Training on granting first aid

The transfer of knowledge on granting first aid and provision of first aid equipment in the work places are to aid Employees in breaking down the barriers related to saving lives and health. On the other hand, older Employees become certain that in case of health problems, their peers know how to proceed and have suitable equipment that can be used until the arrival of professional rescue services.

For many years, we have been organising trainings on granting pre-med first aid. It is important to note that Employees who voluntarily declared readiness to execute such actions when necessary take part in the trainings. The list of persons trained and ready to grant first aid is public and available in the Intranet along with photos and contact numbers. In addition, information lists including the names of trained persons working at the given location are provided in visible places.

### D. Defibrillators and pressure gauges

In 2016, we commenced the process of equipping our structures with automatic defibrillators and automatic pressure gauges. Firstly, we provided this equipment to units that feature the highest number of Employees at the age of approx. 50 years old. All persons trained in terms of granting pre-med first aid were invited for training on defibrillator operation. Other Employees also applied for taking part in the training. The list of trained persons was provided to public information. In addition, as an aware and socially responsible Employer, we demarked the defibrillator locations outside of office buildings. If it is necessary to conduct a life or health rescue operation, the defibrillators can be used by building administrators and other office space tenants.

### E. EmiTeam

In our Company, we promote a healthy life style in various ways. An example of supporting the sports activity of our Employees is the EmiTeam established in the Endomondo application. It is a group in which our Employees can compete, e.g. in terms of the number and duration of bike or running trainings, quantity of calories burnt, actively spent time or walking distances. During the last year of competition, a group of approx. fifty Employees burnt a total of 4 million calories, covering a distance of over 83 thousand kilometres in a total of 9 months (total hourly time of activity of all participants converted into full months). The Employees can also

motivate one another to take further challenges, exchange experiences or support one another during tough moments.

### F. EmiTeam

The EmiTeam is Emitel's internal club associating Employees that actively spend their time, like competition and sports challenges. The club's charter objective is to promote a healthy life style through mutual motivation to be physically active, train together, participate in sports competitions and exchange experiences. Any Emitel Employee or Associate can become the club's member.

The EmiTeam members support one another, train together and represent the Company during various sports events. Each club member received a sports jersey with the Emitel logo and wears it when participating in sports events. The EmiTeam members are entitled to get a refund on the admission (start) fee costs in domestic sports event, in which they represent Emitel. The EmiTeam club has its own work group on Intranet pages, where its members exchange information on sports events, specify their achievements and publish photos available to all Employees.

### G. Participation in the "Take the bike to work" campaign

Each year, Emitel takes part in the "Take the bike to work, i.e. home, bike, work...over and over again" campaign managed by the Cracow City Hall. The campaign's objective is to promote the bike as the everyday transport mean in all companies. All Employees who take the bike to work and join the event can win prizes awarded as much as several times during the campaign. Employees can also use the free-of-charge bicycle service.



### H. Football tournament

Another sports initiative launched by us in 2018 was the First Emitel Chairman's Cup Football Tournament. This event was organised during the annual Employee managers and representatives conference. Six teams took part in the Tournament and a total of 18 matches were played. The tournament took place outside in a packed stadium. The level of emotions was high and the winning team achieved success after a fierce competition. This was the first tournament of this type and we are planning next Tournament editions, whereas the Emitel Chairman's Cup will be a transitive trophy achievable annually by any team.

### I. Sports card

As part of our social activity, we offer sports cards to Employees that enabled them to use sports, recreational and cultural facilities. Each Employee can choose the option he or she wants. The subsidy amount is equal regardless of the chosen card and its amount depends on the income threshold.

## TRAINING AND DEVELOPMENT

### A. EmiAcademy

In response to Employee expectations concerning growth and self-improvement, we started intense work on developing a solution that would provide Employees with quick and easy access to training throughout the year. This is the genesis of the EmiAcademy, an intranet training platform offering external and internal trainings organised in various forms: traditional workshop, e-learning trainings, blended learning and other trainings in various disciplines. The EmiAcademy offer is gradually broadened and encompasses, among others, the following:

- eight topics, e.g. foreign languages, technical trainings, interpersonal trainings, Trainer Academy;
- several dozen trainings based on various educational methods: interpersonal trainings, e-learning trainings, online trainings using the company's Lync communicator, correspondence courses utilising the "virtual classroom" method, available for all employees;
- MS Excel training conducted by a team of internal trainers with 4 advancement levels: Novice, Adept, Professional and Magician;
- English language courses conducted in a stationary or correspondence form utilising the "virtual classroom" method;

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## Emitel's employee initiatives

- trainings on trainer competencies, promoting the idea of knowledge sharing among the team of internal trainers.

### B. Technical and specialist trainings programme

In 2018, we continued the technical competencies development programme in response to the need of supplementing deficits among the technical department Employees. Their work requires specialist knowledge that is often hard to obtain outside of the organisation. The first stage of programme creation was to analyse the competency level of the technical department Employees. During this stage, we selected persons with expert knowledge in eight fields deemed as especially important by the Company. The persons agreed to assume the extra roles of internal trainers. Under the guidance of professional advisors, they were able to improve their skills related to effective teaching. The areas in which the Employees are training include: tele-transmission, IP, antenna systems, transmitters, power engineering, mixers and filters, FO networks and supervisory systems. These fields were used to develop 50 various topics of internal training that are currently being conducted in the organisation. This long-term competence development programme will be continued in the next years until we achieve the assumed competence level. We wanted to emphasise the broad scale and high stature of the project, the purpose of which was to supplement key technical competencies, so we named it EmiTech and launched a series of organisational and communication actions to support the trainers and trainees. The created a dedicated intranet site called EmiTech, which features information on competence areas, training levels and programmes, knowledge database including the principles of conducting internal trainings, training materials and detailed information on internal trainers conducting the EmiTech trainings. We offered internal trainers with professional support



in improving their skills related to their role - as part of the Trainer Academy, we propose *Train the Trainers*-type courses and dedicated internal trainings on trainer competencies and public speaking.

### C. Trainer Academy

The Trainer Academy constitutes another element of the EmiAcademy training platform. It is a programme aimed at selecting and supporting internal trainers. Persons that want to share their knowledge and competencies useful from the Company's point of view with their associates can join the Trainer Academy and obtain the organisation's support in their trainer activities. The Trainer Academy provides them the opportunity to participate in trainings conducted by professional external trainers who are dealing in improving teaching skills. In its work related to the preparation of internal trainings, the Company uses state-of-the-art technologies and some development programmes are conducted in the form of interactive video trainings, in which the Company's Employees assume the role of speakers. Internal trainers receive additional remuneration for conducting the trainings.

### D. E-learning

Our Employees are scattered all around the country. In order to ensure access to development tools to all of them, we developed a diverse offer of e-learning trainings. The EmiAcademy training platform features e-learning trainings adapted in terms of topic to the organisation's needs. Mandatory trainings applicable to all Employees are also conducted via the Internet using the platforms of partner companies or and internal tools for training publishing. Some educational projects are executed in the form of training videos, the so-called knowledge pills.

### E. Audiobooks

In 2018, we launched the Audiobooks for you services available to all Emitel Employees and Associates. It provides unlimited access to the database of over 1,400 publications selected from Audioteka's resources. The catalogue of available publications is constantly expanded and includes, among others, the following: bestselling novels, crime stories, children's books, classical literature, modern Polish and foreign literature, language learning books and books on personal development. The Employees' family members can also use this service.

### F. Inspiro

The emi4U intranet site features the activity of the Inspiro group, the objective of which is to share contents or materials deemed by us as sensible, inspiring or simply interesting. All Emitel Employees are invited to contribute to the group. You just need to join the group to be able to publish your own materials, or view or comment those published by others. Every two weeks, the group's moderator publishes a new interesting topic for consideration or discussion as part of the "Friday with Inspiro" initiative. Each subsequent "Friday with Inspiro" is a new dose of good energy and inspiration. As part of the "Fridays..." we raise such issues as: a modern life style, ways to be happy in life, emotional intelligence, assertiveness, introducing changes or battling stress.

## The value of our organisation is defined by the sum of the team members' talents and strengths



### TEAM VALUES

The value of our organisation is defined by the sum of the team members' talents and strengths, of people extremely motivated and engaged, acting with great passion. Despite the fact that we are very different, there is a lot that unites us and the common denominator are our team values:

- positive energy and enthusiasm in acting,
- seeking simple solutions,
- sense of diligence,
- need to develop and curiosity about the world.

### A. Intranet

Using state-of-the-art communication tools, we introduced a new intranet platform - emi4U, thereby replacing the previous solution. The operating principles of emi4U are similar to those used in social networks, which on one hand makes the tool very intuitive and, on the other, provides a series of new technical capabilities, such as adding comments, "liking" posts, creating your own wall, organising work groups or editing your personal profile. The emi4U intranet platform constitutes a valuable source of news and information about the company as well as the database of the Company's regulations. It mainly

serves as a tool for on-going communication with the Employees and between them.

### B. EmiTime

Aside from the communication taking place every day in the intranet platform, the Company also publishes the quarterly EmiTime information bulletin. The bulletin provides interesting information on specific occupational fields and on the Company's life. The bulletin is edited with Employee participation - everyone can send their article for publication and many of them become part of the bulletin.

### C. Periodic Board meetings with the Worker Council and Trade Unions

The Company's future in terms of work conditions is decided by both the Employees and the Trade Unions acting within the Company, which declare their initiatives aimed at positively affecting Employee engagement and satisfaction from being part of Emitel's team during periodic meetings.

### D. Manager and Employee Conferences, Business Review meetings

We have a tradition of organising annual Manager and Employee Conferences, during which the Board and Directors provide information on strategic projects executed in the Company. This allows Employees to be informed in detail about the Company's plans and to prepare their subordinate officers in advance for the execution of the newly implemented projects.

### E. Engagement surveying

We annually conduct the EmiPuls opinion survey, in which Employees express their opinion on working at Emitel and the information obtained in the survey are the basis for incorporating action in fields important for the organisation, such as management, competence development, communication, health and safety or responsible business. Each year, the survey results indicate the relations with superior officers and peers, method of work organisation, development opportunities and atmosphere as our strengths. By filling out the survey, the Employees also openly specify the fields which in their opinion should be emphasised more and these our main indications in executing activities directed at Employees in the next months. We want and strive to make Emitel the best work place and a leader in terms of the



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## Emitel's employee initiatives

solutions offered to Employees, methods of co-operation and building engagement and organisational structure.

### RECRUITMENT AND ADAPTATION

#### A. Career Fairs + internships

As part of supporting local communities, we try to take part in the occupational education of young Poles. We regularly take part in Career Fairs, especially those organised by technical universities, because our most important recruitment needs are focused on this field. We also implemented an internship programme, thereby providing students with the ability to try out in practice the knowledge they acquired and improving their chances to find a job in the field of occupational interest.

#### B. Adaptation of new Employees

One of our principles is to ensure that newly hired Employees can start working smoothly and comfortably and to make them feel good in our Company from the first day. The Company features an on-board programme which specifies the steps a newly hired Employee should take. We ensure that when a new crew member arrives, we have ready and available everything that he or she would need. Depending on the position taken by the given Employee, he or she will take part in introductory meetings with the HR Office representative, superior office and other persons engaged in his or hers introduction to work. Each year, a large number of new employees joins our Company. The first days and months in a new work place are usually a huge challenge - you need to remember many faces, names and surnames, get to know the company and practices. In order to facilitate this process to new employees, we created a dedicated New Employee Zone on the emi4U site, in which we provided materials that include information useful for the adaptation process - information about the company, its benefits offer and on the organisational culture.

We are trying to minimise the stress related to getting to know the new place of employment, peers and the organisation's principles. In order to make the new Employee feel welcome, he or she receives a package consisting of several whatnots that can substantially facilitate the difficult beginnings.

### CO-OPERATION WITH UNIVERSITIES

Each year, Emitel accepts students from various fields of study for internship and apprenticeship. A special place among them is saved for students of the Military University of Technology. A group of young people studying in the fields of Electronics and Telecommunication is invited each summer to broaden and consolidate their theoretical knowledge acquired during major and specialist studies. The apprenticeship's objective is also to correlate the writing of diploma papers - engineering designs with actual industry problems and needs, enable access to sources materials and finally - prepare the student to solve real problems and start his or her own occupational activity. The topical scope of an apprenticeship that usually lasts for several weeks is related to the given group's needs.

With a view of young people who are preparing to start their carriers, Emitel has accepted numerous internships and apprenticeships for many years to allow them to get acquainted with the business reality they will soon face. In recent years, students were able to undergo paid internships in the following fields: accounting, administration, telecommunication, security, environmental protection. We hosted apprentices from the following schools and universities: Gdynia Maritime University, AGH University of Science and Technology in Cracow, Technical School of Electronics in Bydgoszcz, Military University of Technology, Technical School of Energy in Cracow. An apprentice is provided with a caretaker who supports, accompanies him or her and presents the necessary information.

### GRESB SURVEY

For many years, Emitel has been taking part in the international GRESB survey. The survey conducted by independent experts evaluates infrastructural enterprises in terms of activities executed in the scope of environmental protection, social responsibility and corporate order. The GRESB survey is an independent survey on the social engagement and sustainable development of companies with the investment of American funds.

In 2018, Emitel achieved a score of 80 points in the survey. It is worth mentioning that the average score of the surveyed organisations amounted to 48 points. Emitel's score allowed the Company to take first place in the group of comparable companies and be among the best 10% out of 170 surveyed infrastructural.



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