

NORM CEMENT PLANT – Norm OJSC

<u>Company Human Resources Policy</u>			
Document №: NSZ-IRA-PLC-001	Revision №: 01	Date of Issue: 18.01.2021	Pages №: 6

Note: Number of pages includes this cover sheet and any attachments.

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Date: 08.05.2021
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1. Purpose

The Human Resources Policy is a document describing the way human resources related processes are managed and executed at Norm. This policy is guided by principles of: fairness, respect, human rights, and compliance with the law and implementation of the best market practices. It could be developed over the time, taking into account changes in legislation and business needs.

Every success of our company is based on the contribution of our employees.

Goal of Norm is to be the best employer on the market and hire and retain top-quality candidates.

2. Scope

This policy applies to all staff across all locations where the company carries out its works.

3. Terms and Definitions

Human Resources Policy: Generalized guidance on approach which an organization follows in managing its people.

Internal grading system: Hierarchal group of jobs and salary ranges within the organization.

IMS: Integrated Management System.

BoD: Board of Directors.

4. Roles and Responsibilities

The Human Resources and Administrative Affairs Department: Responsible for policy development, updating and implementation.

IMS Manager: Ensures that policy meets the standards approved by the company.

Chief Executive Officer: Reviews and approves the new policy or changes to current version that will be presented then for the BoD ultimate approval.

5. Policy, General Rules and Principles

5.1 Recruitment and Onboarding

Our recruitment process gives all job seekers a fair chance at gaining employment, regardless of their age, gender, family status, lifestyle, political stance, religious beliefs, race, ethnic origin or nationality. During the recruitment and selection process, job seekers are treated equally and their assessment is only based on job-related criteria. As per local labor legislation requirement, preference in hiring is given to local candidates, whereas expat candidates in certain cases of need are also considered. All

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new hires go through various induction procedures during the onboarding process in order to adapt to the work environment.

5.2 Training and Development

Norm provides a wide range of local and international training and development activities for all employees as part of its continuous development and learning process. Through training and development all employees have the opportunity to gain the skills, knowledge and experience to enable them to execute their roles effectively and to achieve professional progress.

5.3 Performance Management

Performance management ensures that individual efforts, actions, and behaviors of each employee are aligned with our company strategic direction. This process applies to all Norm permanent and fixed term staff and recorded via individual performance evaluation form that reflects on what is expected to be achieved throughout the year. It enables employees and managers have a common understanding and regular discussions on how performance could be improved and what is required for that. Our company encourages employees to maintain a high level of performance by giving them bonus payments, based on annual performance assessment results.

5.4 Talent Management and Succession Planning

Qualified, motivated personnel is a key to the long-term success of our company. Norm is committed to permanently assess, evaluate, and develop pool of talented individuals and successors. This process concentrates on coaching, mentoring and training the talented employees to smoothly occupy higher and critical positions, without impeding the performance in current roles and responsibilities. Career development may include opportunities in related companies whenever the business rationale is adequate.

5.5 Employee Remuneration and Benefits Administration

Our remuneration and benefits packages are provided according to the internal grading system and based on the market standards for production companies in this sector. In addition to fixed salaries, which are specified by individual employment contracts, our employees also receive different incentives that depend on individual job performance and the success of the company.

5.6 Employee Relations

Norm is committed to provide safe working environment, in which all individuals are treated with respect and dignity. Every our employee has the opportunity to work in a professional atmosphere that promotes equal employment conditions and prohibits unlawful practices. Therefore our company expects that all relationships among staff personnel or toward to third parties working on our site will be business-like and free of explicit bias, prejudice and harassment.

5.7 Confidentiality

Any employee personal information, whether written or electronic, is maintained in a manner that ensures its confidentiality. All employees also have an obligation to keep

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such information received by them in the course of their employment strictly confidential and to use it only for performing job duties. This information could not be disclosed to a third party, unless required by the state body or the law.

6. References

Labor Code of the Republic of Azerbaijan

NSZ-HQŞ-PLC-001 Company Code of Ethics

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Status / Revision Summary

Rev №	Date	Revised by	Revision Summary
00	18.01.2021	Arzu Abdullayeva	Draft revision of Policy is prepared.
01	08.05.2021	Board of Directors of Norm OJSC	Policy presented to the members of the Board of Directors of Norm OJSC for review

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