

## Employees

We employ almost 15 thousand people which makes of us one of the major employers in the area of our operation. A great responsibility rests upon us, that is why, as an employer, we especially take care of the safety and health of employees. Our employees also benefit from a number of privileges and benefits. We provide development opportunities in strategic directions for the entire Enea Group.

### The rules in the workplace

Work rules in individual companies are governed by the Labour Code and internal documents. In 2015, management staff and employees focused on one of the overarching documents, which is the “Code of Ethics of ENEA Capital Group.”



#### IMPORTANT DOCUMENTS REGARDING WORKPLACE:

- Labour Code.
- Code of Ethics of ENEA Capital Group.
- Multicompany Collective Bargaining Agreement.
- Collective Bargaining Agreement.
- Organizational Regulations of the company.
- Terms of remuneration of employees of the Company.

### Cooperation with trade unions

Trade unions operate in our companies. Therefore, collective agreements are binding in the Group.

**Table 2.** Percentage of employees covered by collective bargaining agreements in 2015 and trade unions in which the company's employees were associated in 2015.

Company	Percentage of employees	Trade unions in which the company's employees
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	covered by collective bargaining agreements in 2015	were associated in 2015
Enea SA	97%	NSZZ Solidarity Enea Inter-enterprise Organization
		Inter-enterprise Employee Organization of Enea Capital Group
		Trade Union of Engineers and Technicians – Inter-enterprise Trade Organization in Enea SA
Enea Operator	99,98%	Enea NSZZ Solidarity Enea Inter-enterprise Organization
		Inter-enterprise Employee Organization of Enea Capital Group
		Inter-enterprise Trade Union of Continuous Maintenance Employees of Enea SA Energy Group
		Trade Union of Engineers and Technicians – Inter-enterprise Trade Organization in Enea SA
		Kadra' Inter-enterprise Trade Union of Enea SA Energy Group Employees
Enea Wytwarzanie	99,90%	Independent Self-Governing Trade Union "Solidarity" Organization in Enea Wytwarzanie Sp. z o.o.
		Inter-enterprise Trade Union of Power Engineers in Enea Wytwarzanie Sp. z o.o.
		Trade Union of Shift Employees in ENEA Wytwarzanie Sp. z o.o.
		Inter-enterprise Trade Union of Continuous Maintenance Employees of Enea SA Energy Group Enea Wytwarzanie Organization
		Kadra' Inter-enterprise Trade Union of Enea SA Energy Group Employees
		Independent Trade Union of Engineering, Technical, Administrative and Support Employees of Elektrociepłownia Białystok
PEC Oborniki	100%	The National Union of Heat Engineers
Elektrociepłownia Białystok	99,61%	NSZZ Solidarity Inter-enterprise Organization
		The Interenterprise National Union of Heat Engineers
PEC Zachód	99,01%	Solidarity Inter-enterprise Organization
		Ciepłownik Inter-enterprise Organization
Miejska Energetyka Ciepła Piła	0	The National Union of Heat Engineers in Piła
Enea Centrum	100%	Inter-enterprise Trade Union of Power Engineers in Enea Wytwarzanie Sp. z o.o.
		Kadra' Inter-enterprise Trade Union of Enea Capital Group Employees
		NSZZ Solidarity Enea Inter-enterprise Organization
		Inter-enterprise Employee Organization of Enea Capital Group
		Inter-enterprise Trade Union of Power Engineers and Technicians at Enea S.A.

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Enea Trading	60,00%	Inter-enterprise Trade Union of Power Engineers in Enea Wytwarzanie Sp. z o. o NSZZ Solidarity Enea No. 2 Organization in Poznań
Enea Serwis	100%	NSZZ Solidarity Enea Inter-enterprise Organization Inter-enterprise Employee Organization of Enea Capital Group
		Inter-enterprise Trade Union of Continuous Maintenance Employees of Enea SA Energy Group
		Kadra' Inter-enterprise Trade Union of Enea Capital Group Employees
Enea Oświetlenie	100%	Inter-enterprise Employee Organization of Enea Capital Group NSZZ Solidarity Enea Inter-enterprise Organization
Enea Pomiary	100%	NSZZ Solidarity Enea Inter-enterprise Organization
Enea Logistyka		NSZZ Solidarity Enea Inter-enterprise Organization, NSZZ Solidarity MPEC, National Union of Heat Engineers - Inter-enterprise Trade Union Białystok, Inter- enterprise Trade Union of Power Engineers in Enea Wytwarzanie Sp. z o. o
Centrum Uzdrawiskowe ENERGETYK	no data	MZZP Trade Union of the Enea Capital Group in Bydgoszcz
		NSZZ Solidarity Enea Inter-enterprise Organization

## Employment

**Table 3.** Number of employees employed on a contract of employment by gender (as at 31.12.2015)

Company	Total number of employees	No. of women	No. of men
Enea SA	278	148	130
Enea Wytwarzanie	2250	294	1956
MEC Piła	130	21	109
PEC Oborniki	33	3	30
MPEC Białystok	257	44	213
PEC Zachód	133	5	128
Enea Operator	4175	496	3679
Enea Trading	82	33	49
Enea Centrum	1302	954	348

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Enea Serwis	556	88	468
Enea Logistyka	173	38	135
Enea Oświetlenie	127	33	94
Enea Pomiary	165	42	123
Szpital Uzdrawiskowy ENERGETYK	73	61	12

**Table 4.** Number of employees employed on a contract of employment broken down into posts and gender (as at 31 December 2015).

Company	Top management		Directors		Middle level managers		Operational employees		Office personnel	
	No. of women	No. of men	No. of women	No. of men	No. of women	No. of men	No. of women	No. of men	No. of women	No. of men
Enea SA	0	0	4	6	16	26	0	0	128	98
Enea Wytwarzanie	0	1	0	9	22	103	112	1482	160	361
MEC Piła	0	0	0	2	1	8	8	80	12	19
PEC Oborniki	0	0	1	1	0	0	0	25	2	4
MPEC Białystok	0	1	0	4	8	24	0	158	36	26
PEC Zachód	0	0	0	0	2	15	0	105	3	8
Enea Operator	0	1	5	42	41	298	22	2064	428	1274
Enea Trading	0	0	0	5	5	6	0	0	28	38
Enea Centrum	0	0	7	12	42	35	0	0	905	301
Enea Serwis	1	0	1	15	9	59	25	334	52	60
Enea Logistyka			2	8	9	21	18	95	9	11

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Enea Oświetlenie	0	0	0	2	3	17	0	46	30	29
Enea Pomiar	0	0	0	3	5	11	24	108	13	1
Szpital Uzdrowiskowy ENERGETYK	1	1	0	0	3	2	51	8	6	1

Table 5. Number of employees employed on a contract of employment broken down by type of employment contract (as at 31 December 2015).

Company	Total number of employees employed on a contract of employment	No. of employees in division to type of employment contract			No. of employees in division to working time	
		Trial	Fixed-term	Indefinite	Full time	Part time
Enea SA	278	0	26	252	270	8
Enea Wytwarzanie	2250	0	215	2035	2239	11
MEC Piła	130	2	3	125	130	0

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PEC Oborniki	33	0	2	31	33	0
MPEC Białystok	257	0	0	257	254	3
PEC Zachód	133	0	0	133	133	0
Enea Operator	4175	0	75	4100	4161	14
Enea Trading	82	0	3	79	81	1
Enea Centrum	1302	0	51	1251	1291	11
Enea Serwis	556	2	38	516	538	18
Enea Logistyka	173	4	10	159	171	2
Enea Oświetlenie	127	0	8	119	126	1
Enea Pomiary	165	0	0	165	162	3
Szpital Uzdrowiskowy ENERGETYK	73	0	3	70	73	0

**Table 6.** Number of employees employed on a contract of employment and under civil-law in 2015 (as at 31 December 2015)

Company	Number of employees employed	
	on a contract of employment	under civil-law agreement
Enea SA	278	11
Enea Wytwarzanie	2250	23

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MEC Piła	130	0
PEC Oborniki	33	0
MPEC Białystok	257	2
PEC Zachód	133	1
Enea Operator	4175	10
Enea Trading	82	0
Enea Centrum	1302	5
Enea Serwis	556	27
Enea Logistyka	173	6
Enea Oświetlenie	127	9
Enea Pomiar	165	0
Szpital Uzdrowiskowy ENERGETYK	73	25

Table 7. Number of employee leaves and churn broken down by gender in 2015.

Company	Total number of leaves	Churn of all employees	No. of women leaves	Women churn	No. of men leaves	Men churn
Enea SA	53	19.1%	30	20.3%	23	17.7%
Enea Wytwarzanie	169	7.51%	29	1.29%	140	6.22%
MEC Piła	12	9.23%	0	0.00%	12	11.01%
PEC Oborniki	5	15.15%	0	0.00%	5	15.15%
MPEC Białystok	39	10.5%	5	1.3%	34	9.2%
PEC Zachód	30	55.2%	3	5.5%	27	49.7%
Enea Operator	198	4.7%	35	80.00%	163	3.9%
Enea Trading	8	9.76%	1	1.22%	7	8.54%
Enea Centrum	67	5.1%	54	4.1%	13	1.00%
Enea Serwis	70	12.59%	38	6.83%	32	5.76%
Enea Logistyka	22	12.72%	9	5.2%	13	7.51%
Enea Oświetlenie	3	2.36%	0	0.00%	3	2.36%
Enea Pomiar	19	11.52%	6	14.29%	13	10.57%



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Szpital Uzdrowiskowy ENERGETYK	5	6.85%	5	8.2%	0	0.00%
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**Table 8.** Number of employee leaves and churn broken down by age in 2015

Company	Employees leaves till 29 years old	Churn of employees below 30 years old	Employees leaves from 30 till 50 years old	Churn of employees from 30 till 50 years old	Employees leaves above 50 years old	Churn of employees above 50 years old
Enea SA	7	2.5%	43	15.5%	3	1.1%
Enea Wytwarzanie	6	0.27%	29	1.29%	134	5.95%
MEC Piła	0	0	3	0.05	9	0.13
PEC Oborniki	0	0%	1	3.03%	4	12.12%
MPEC Białystok	3	7.7%	28	71.8%	8	20.5%
PEC Zachód	0	0.00%	24	80.00%	6	20.00%
Enea Operator	10	4	34	1.5	154	9.3
Enea Trading	2	2.44%	4	4.88%	2	2.44%
Enea Centrum	8	8.7	32	4.1	27	6.3
Enea Serwis	6	15.00%	19	6.03%	44	21.89%
Enea Logistyka	0	0	9	10.47	13	18.84
Enea Oświetlenie	0	0.00%	1	0.79%	2	1.58%
Enea Pomiar	1	16.67	8	9.09	10	14.08
Szpital Uzdrowiskowy ENERGETYK	0	0	1	2.17	4	15.38

Table 9. Number of new employees hired, broken down by age groups and gender in 2015.

Company	Total	Women	Men	Age category up to 29 years of age	Age category from 30 to 50 years of age	Age category above 50 years of age
Enea SA	43	19.00%	24	18%	23	2%
Enea Wytwarzanie	63	15.00%	48	14.00%	43	6.00%
MEC Piła	2	0	2	1	1	0
PEC Oborniki	2	0	2	1.00%	0	1.00%
MPEC Białystok	1	1.00%	0	0.00%	1	0.00%
PEC Zachód	27	3.00%	24	0.00%	22	5.00%
Enea Operator	111	14	97	59	45	7
Enea Trading	11	3.00%	8	7.00%	4	0.00%
Enea Centrum	99	56	43	42	55	2
Enea Serwis	14	4.00%	10	4.00%	7	3.00%
Enea Logistyka	51	9	42	6	20	25
Enea Oświetlenie	10	3.00%	7	2.00%	6	2.00%
Enea Pomiary	12*	2	10	1	2	9

Szpital Uzdrawiskowy ENERGETYK	3	3	0	0	3	0
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\*9 persons were employed in 2015 and 3 persons returned from the rehabilitation benefit

## Health and safety

### Employees safety and health

Due to the nature of our business, we pay special attention to health and safety. We operate in accordance with external regulations, such as laws and regulations relating to health and safety, but we also have our internal guidelines, eg. "Guidelines regarding evaluation and documentation of occupational risk."

Important documents and regulations relating to safety and health at work:

Work regulations	Instructions for example of a station, of operation
Training programs	Safety procedures
PN-N-18002:2011 – health and safety management system	Rules related to operational activities
Occupational risk assessment	Labour regulations, eg. work under tension

Each company in our Group manages occupational health and safety issues separately. Dedicated specialists who usually work in specially established for that purpose departments are responsible for those issues, eg.:

- within Enea Centrum, Safety Department is the key organizational unit the composition of which includes specialists for safety and safety coordinator,
- within Enea Serwis, this is Central Processing Unit of Health and Safety Service,

- within Enea Oświelenie, it is the Labour Protection Office in which Senior OHS Inspector supported by OHS Specialist are employed,
- within the hospital ENERGETYK, these are the Head of Technical and Administrative Unit and a Senior Clerk for Administration / OHS Inspector,
- in MEC Piła, Company's Social Labour Inspectors operate.

### OHS actions and initiatives

Our activities in the field of health and safety result primarily from the requirements of applicable law. In addition, we also have a number of our own initiatives.

The most important are:

- hazards identification and occupational risk assessment,
- monitoring of working conditions,
- corrective and preventive actions in the health and safety area,
- health and safety trainings,
- internal communication in the health and safety area,
- identification and implementation of legal requirements and other external, health and safety, requirements (Labour Code and Rules of Procedure).

### From trainings to competitions, our health and safety initiatives

Scale and number of our actions taken in 2015 clearly shows that safety and health of our employees is of particular importance to us.

- **Workplaces:** attention to ergonomic workplaces, renovations, freshening up individual workplaces, inspections and maintenance jobs (hospital ENERGETYK), analysis of the health of workers removing asbestos and cement insulation on the heating network (PEC Zachod)
- **Equipment:** purchase of four AEDs for Szczecin, Zielona Gora, Poznan, Gorzow Wielkopolski. (Enea Centrum), the current control of the technical condition of all equipment, fire inspection (installation of fire alarm in the office), checking of the insulation of equipment and wiring, replacement of lighting in indoor workplaces to the lighting similar to daylight (PEC Oborniki), issuance of repellents to employees during the period of increased activity of insects;

- **Control:** verification of equipment technical condition, measuring of the fire protection effectiveness and equipment insulation (Szpital Uzdrowiskowy ENERGETYK), verification of first-aid kits (Enea Serwis), current analysis of entries in the “Central Register of Discrepancies” placed by employees of Enea Wytwarzanie
- **Development of instructions and analysis of the legal changes:** use, continuous verification and the current update of the Instructions for Organization of Safe Work in all segments of Enea Wytwarzanie, distribution among employees of articles from the press about the safety discussing the causes and consequences of accidents at work and safety of the work (Enea Logistyka), development and implementation of work and safety instructions: the use of fork-lift truck, manual transport handling, the warehouse, the use of a movable loading platform on the vehicle (Enea Pomiary)
- **Trainings:** initial and periodic health and safety trainings, organization of and participation in trainings in the field of first aid for workers, raising the qualifications of employees through participation in trainings in occupational risk assessment,
- **Test evacuation:** eg. in Enea Centrum in the facility in Poznan at Dziadoszanska Street
- **Conferences, actions and competitions:** the organization in the entire Enea Group of the annual contest of Energy Knowledge “1 of 10,000” of Paweł Balcerowski - 2015 edition, Conference of Live Working (3-4 September 2015)

Table 10. Total number of injuries and injury rate in 2015

Company	Number of injuries	Injury frequency rate*
Enea SA	0	0
Enea Wytwarzanie	8	3.5
MEC Piła	2	15.38
PEC Oborniki	0	0
MPEC Białystok	2	5.05
PEC Zachód	1	7.52
Enea Operator	20	4.79
Enea Trading	0	0
Enea Centrum	4	3.02

Enea Serwis	7	12.59
Enea Logistyka	2	11.56
Enea Oświetlenie	2	15.75
Enea Pomiary	0	0
Szpital Uzdrawiskowy ENERGETYK	0	0

### Employees health

We encourage our employees to lead active lives through a series of initiatives to promote health. There are the following:

- actions promoting preventing testing organized by the company clinic
- preventive actions for employees and their family members, eg. human influenza vaccine, the study of tumour markers
- possibility to go to the health resort "Energetyk" in Inowrocław
- rental of a sports hall for trainings of a football team
- employee participation in amateur football league, participation in tournaments, amateur races and events sponsored by Enea.

### Support and benefits

Our employees have the opportunity to enjoy additional privileges and benefits. Additional benefits vary depending on the company and are the result of the employees needs and the company's possibilities.

## Support of employees

- Employee Pension
- Employee Investment Program for Executives
- Housing loans
- Repayable or non-repayable grants
- Funding for recreation of employee and children and group tours
- Support for cultural and educational activities and sports (the purchase of tickets to cinemas, theaters, sports events)
- Buying Christmas and New Year packages for children under 15
- Funding child care in nurseries and kindergartens
- Funding collective catering

## Preventive care

- Additional health provision - providing employees with medical care in the field of occupational medicine as well as - depending on the entity providing the service - additional medical services, the cost of which is paid by the employer
- Preventive actions for employees and their family members, eg. flu vaccine, the study of tumor markers

## Cheaper electricity

- The right to a reduced payment for electricity after having worked for one year in ENEA Group
- The right to a reduced payment for electricity - financing payment for electricity used for household needs in the amount not exceeding 3000 kWh

## Trainings and education

We provide our employees with opportunities for development through a system of training and benefits in the form of subsidies to learn English, studies or law applications.

Training that we organize for our employees are associated with the directions of our development:

	Managerial competence	Better service for our customers	Project management	Professional education
Examples of training programs	<ul style="list-style-type: none"> <li>Development program Communication in the team - psychological skills workshops dedicated to representatives of managerial staff of Enea SA.</li> </ul>	<ul style="list-style-type: none"> <li>Development program for Employees of Sales Department Enea SA (90 trained employees).</li> </ul>	<ul style="list-style-type: none"> <li>Development program “Academy of Coach” - a cycle consisted of a series of trainings aimed at training workers in internal training (Enea Centrum).</li> </ul>	<ul style="list-style-type: none"> <li>Preparation of the Master Program in order to fill a generation gap among workers employed as electrical fitters (Enea Operator).</li> </ul>

We cooperate with universities and industry organizations.

The cooperation of the companies of Enea Group with the Warsaw University of Technology, Wrocław University of Technology and, since 2015, Poznań University of Technology are a few examples. The cooperation includes:

- training and research (eg. organization of scientific conferences, seminars);
- promotion in the student environment (organization of educational trips for students, internships of full-time / part-time students);
- training of the technical staff of Enea Wytwarzanie Sp. z o.o. on postgraduate and doctoral studies.



Table 11. Average number of training hours per year per employee according to the employment structure in 2015

Company	Average number of training hours per:							
	Total employees	Women	Men	Top management	Directors	Middle level managers	Operational employees	Office personnel
Enea SA	25.44	22.38	28.8	0	30.4	25.9	0	25.13
Enea Wytwarzanie	35.75	23.32	37.62	16	44.44	39.62	29.51	28.88
MEC Piła	13.4	4.2	15.2	0	90	27.4	11.1	11
PEC Oborniki	11.4	16	11	0	16	0	8	22.6
MPEC Białystok	4018	381	3637	7	74	531	2808	598
PEC Zachód	1123	18	1105	0	0	348	585	190
Enea Operator	39.63	23.81	41.76	16	41.87	50.3	67.35	12.84
Enea Trading	7.9	6.3	8.98	0	22.4	10.91	0	5.82
Enea Centrum	34.24	33	37.7	0	37.89	41.56	0	25.91
Enea Serwis	19	12	16	3	6	12	14	8
Enea Logistyka								
Enea Oświetlenie	1.7	1.1	1.9	0	0	0.6	1	2.6
Enea Pomiary	12.95	10.86	13.66	0	34.67	30	10.12	15.43

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Szpital Uzdrowiskowy ENERGETYK*	0	0	0	0	0	0	0	0
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