

EMPLOYEES

Employees are a key resource for us, thanks to which we have the opportunity to shape and develop our organization. We care about creating a friendly workplace that gives our Employees the satisfaction of being a part of the Enea Group.

Employment

The Employees are the foundation of our company, therefore we strive to provide them with stable and favourable working conditions. In the entire Enea Group, we employed over 16,500 people.

We provide stability and security of employment. We carefully select Employees for our teams, and then we give them the opportunity to make a real impact on building the culture of our organization. Priority in recruiting is always focused on candidates from within the group, while subsequently the applying candidates. We employ people with the highest competences that match our organizational culture. The prevailing form of employment is an employment contract for an indefinite period. Civil-legal contracts are concluded sporadically, mainly for the needs of the projects implemented.

In 2018, we employed the following in the entire Group on employment contracts: **16,531** people, including **2,950** women and **13,581** men.

Note: Enea LW Bogdanka, a company listed on the Warsaw Stock Exchange, employs 5, 422 Employees on employment contracts. The company conducts separate reporting of non-financial data.

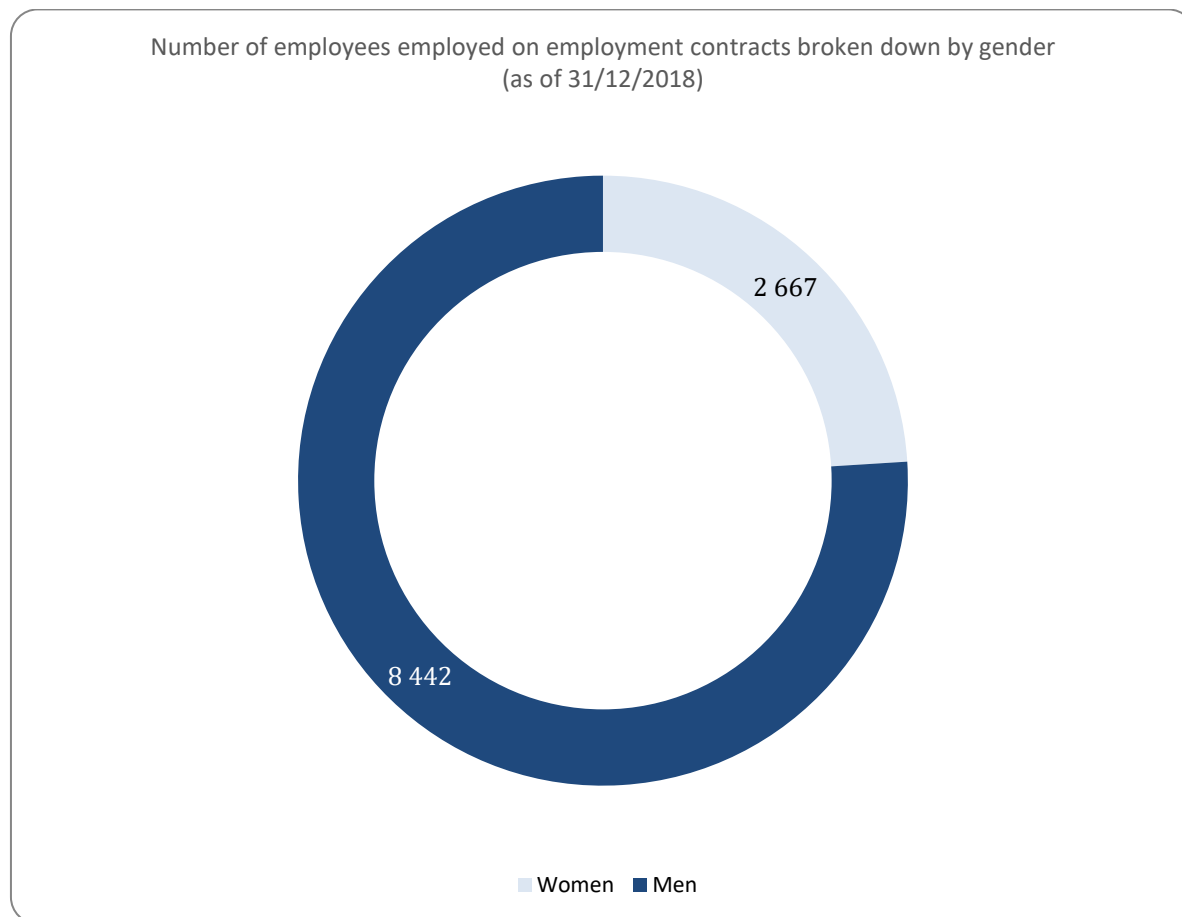
CHECK WHO AND ON WHAT CONDITIONS OUR COMPANY HIRES

Number of employees employed on employment contracts broken down by gender

Number of employees employed on employment contract broken down by gender (as of 31/12/2018)			
The company name	Total	Women	Men
Enea SA	391	214	177
Enea Centrum Sp. z o.o.	1 686	1 223	463
Enea Wytwarzanie Sp. z o.o.	2 102	250	1 852
Przedsiębiorstwo Energetyki Ciepłej Sp. z o.o.	30	3	27
Enea Ciepło Serwis Sp. z o.o.	135	5	130
Enea Ciepło Sp. z o.o.	445	93	352
Miejska Energetyka Ciepła Piła Sp. z o.o.	131	18	113
Enea Operator Sp. z o.o.	4 408	568	3 840
Enea Oświetlenie Sp. z o.o.	127	30	97
Enea Elektrownia Połaniec SA	470	55	415
Enea Bioenergia Sp. z o.o.	168	11	157
Enea Pomiary Sp. z o.o.	158	42	116
Enea Serwis Sp. z o.o.	596	89	507
Enea Logistyka Sp. z o.o.	165	31	134
Enea Trading Sp. z o.o.	92	34	58
Annacond Enterprises Sp. z. o.o. in liquidation	0	0	0
Enea Badanie i Rozwój Sp. z o.o.	0	0	0
Enea Innowacje Sp. z o.o.	5	1	4
Energo-Tour Sp. z o.o. in liquidation	0	0	0

TOTAL ¹⁾	11 109	2 667	8 442
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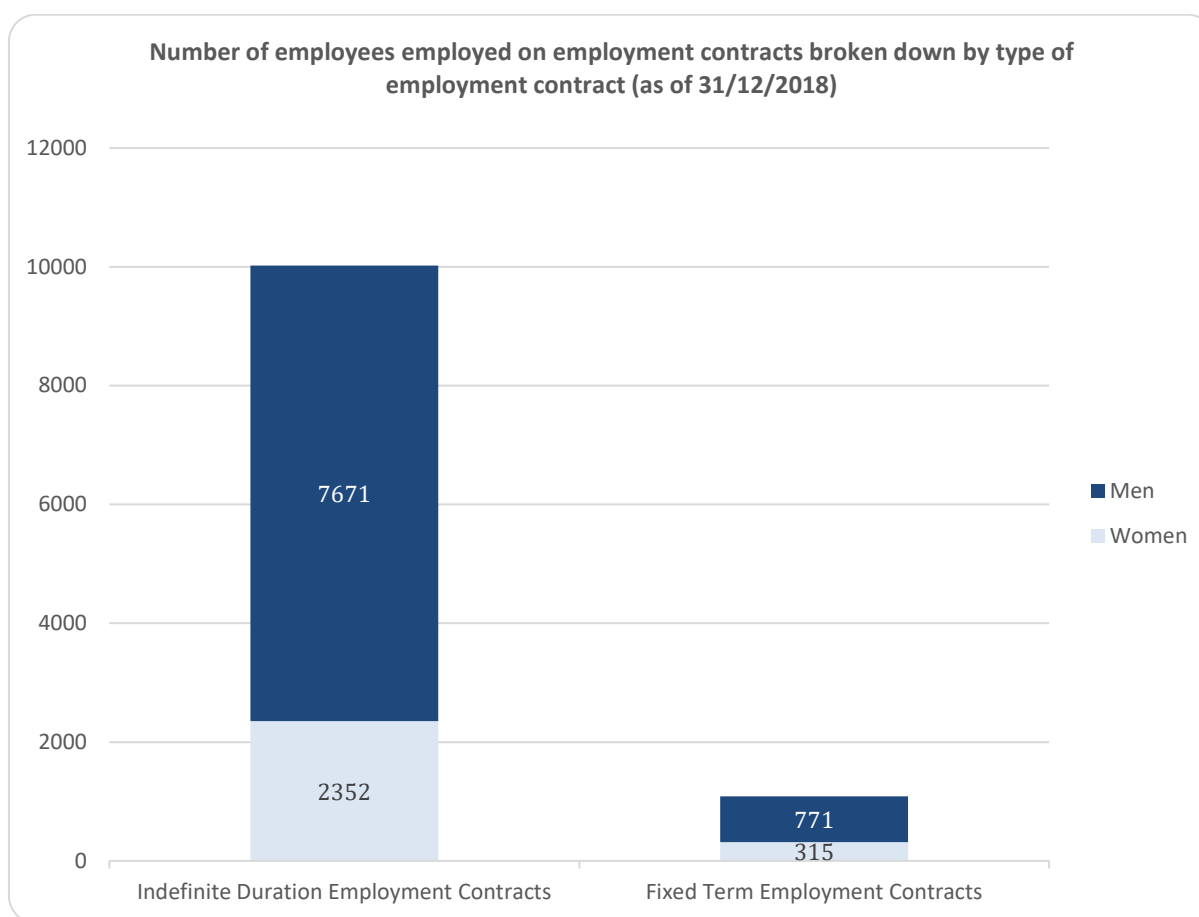
¹⁾The number of employees hired on employment contracts includes all people employed on employment contracts in the Enea Capital Group companies as of December 31, 2018, including temporary staff suspended from employment, i.e. staying on: parental leave, unpaid leave over 30 days and rehabilitation benefits. The list does not include employees belonging to the Enea Capital Group - LW Bogdanka SA together with Subsidiaries employ 5,421 employees as of December 31, 2018. LW Bogdanka reports separately on the issues of sustainable development and socially responsible business.



Number of employees employed on employment contracts broken down by type of employment contract

Number of employees employed on employment contracts broken down by type of employment contract (as of 31/12/2018)					
The company name	Total	Indefinite Duration Employment Contracts		Fixed Term Employment Contracts	
		Women	Men	Women	Men
Enea SA	391	191	164	23	13
Enea Centrum Sp. z o.o.	1 686	1 059	379	164	84
Enea Wytwarzanie Sp. z o.o.	2 102	218	1 607	32	245
Przedsiębiorstwo Energetyki Ciepłej Sp. z o.o.	30	3	25	0	2
Enea Ciepło Serwis Sp. z o.o.	135	4	128	1	2
Enea Ciepło Sp. z o.o.	445	78	334	15	18
Miejska Energetyka Ciepła Piła Sp. z o.o.	131	14	103	4	10
Enea Operator Sp. z o.o.	4 408	536	3 638	32	202
Enea Oświetlenie Sp. z o.o.	127	28	85	2	12
Enea Elektrownia Połaniec SA	470	47	362	8	53
Enea Bioenergia Sp. z o.o.	168	7	102	4	55

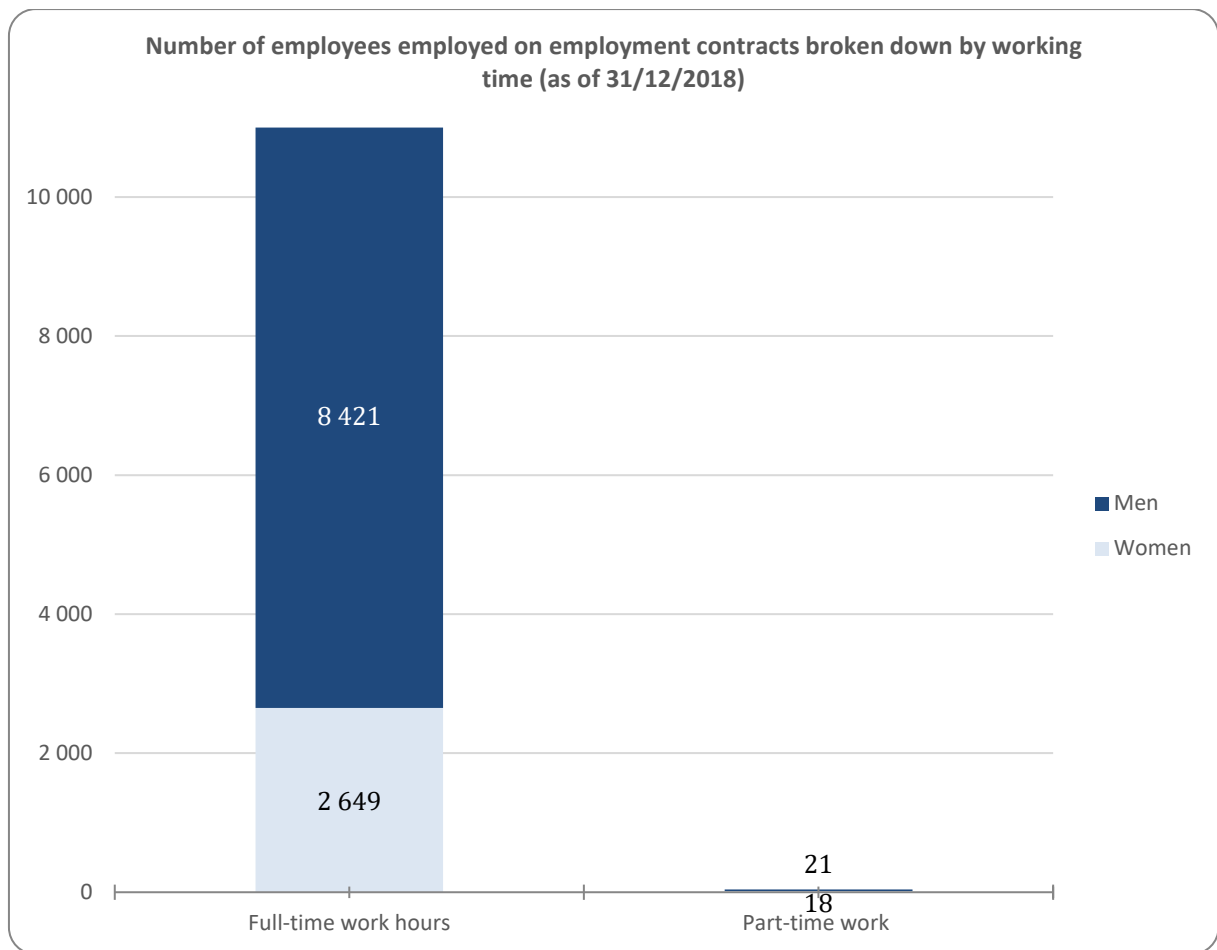
Enea Pomiary Sp. z o.o.	158	36	113	6	3
Enea Serwis Sp. z o.o.	596	72	466	17	41
Enea Logistyka Sp. z o.o.	165	30	117	1	17
Enea Trading Sp. z o.o.	92	29	47	5	11
Annacond Enterprises Sp. z o.o. in liquidation	0	0	0	0	0
Enea Badanie i Rozwój Sp. z o.o.	0	0	0	0	0
Enea Innowacje Sp. z o.o.	5	0	1	1	3
Energo-Tour Sp. z o.o. in liquidation	0	0	0	0	0
TOTAL	11 109	2 352	7 671	315	771



Number of employees employed on employment contracts broken down by working time

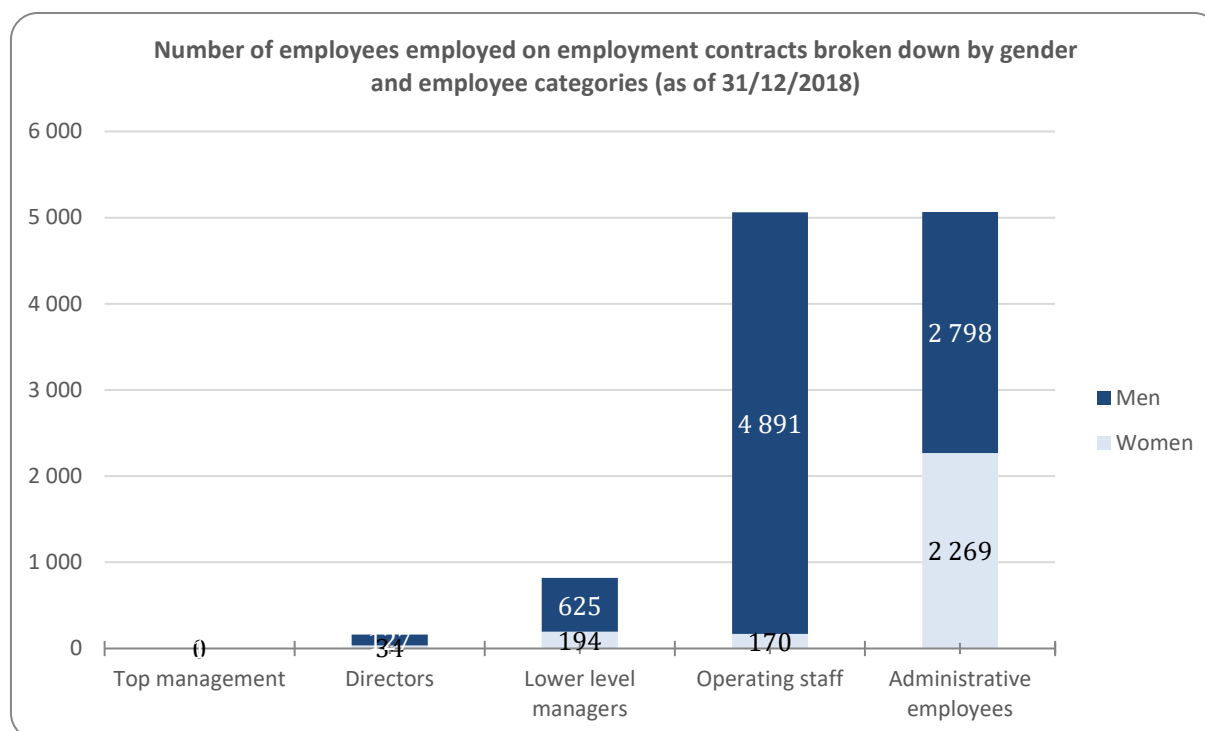
Number of employees employed on employment contracts broken down by working time (as of 31/12/2018)					
The company name	Total	Full-time work hours		Part-time work	
		Women	Men	Women	Men
Enea SA	391	209	173	5	4
Enea Centrum Sp. z o.o.	1 686	1 213	461	10	2
Enea Wytwarzanie Sp. z o.o.	2 102	249	1 851	1	1
Przedsiębiorstwo Energetyki Ciepłej Sp. z o.o.	30	3	27	0	0
Enea Ciepło Serwis Sp. z o.o.	135	5	130	0	0
Enea Ciepło Sp. z o.o.	445	92	352	1	0
Miejska Energetyka Ciepła Piła Sp. z o.o.	131	18	113	0	0

Enea Operator Sp. z o.o.	4 408	567	3 838	1	2
Enea Oświetlenie Sp. z o.o.	127	30	97		0
Enea Elektrownia Połaniec SA	470	55	413	0	2
Enea Bioenergia Sp. z o.o.	168	11	157		0
Enea Pomiary Sp. z o.o.	158	42	115	0	1
Enea Serwis Sp. z o.o.	596	89	503	0	4
Enea Logistyka Sp. z o.o.	165	31	133	0	1
Enea Trading Sp. z o.o.	92	34	54	0	4
Annacond Enterprises Sp. z o.o. in liquidation	0	0	0	0	0
Enea Badanie i Rozwój Sp. z o.o.	0	0	0	0	0
Enea Innowacje Sp. z o.o.	5	1	4	0	0
Energo-Tour Sp. z o.o. in liquidation	0	0	0	0	0
TOTAL	11 109	2 649	8 421	18	21



Number of employees employed on employment contracts, broken down by gender and employee categories

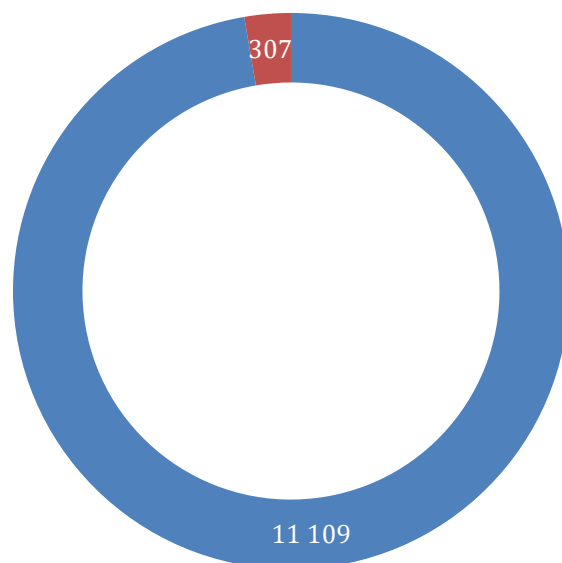
Number of employees employed under a contract of employment, broken down by gender and employee categories (as of 31/12/2018)											
The company name	Total	Top management		Directors		Lower level managers		Operating staff		Administrative employees	
		Women	Men	Women	Men	Women	Men	Women	Men	Women	Men
Enea SA	391	0	0	7	12	23	34	0	0	184	131
Enea Centrum Sp. z o.o.	1 686	0	0	14	8	69	56	0	0	1 140	399
Enea Wytwarzanie Sp. z o.o.	2 102	0	1	0	17	10	53	86	1 416	154	365
Przedsiębiorstwo Energetyki Ciepłej Sp. z o.o.	30	0	0	1	0	1	3	0	24	1	0
Enea Ciepło Serwis Sp. z o.o.	135	0	0	0	0	0	3	0	109	5	18
Enea Ciepło Sp. z o.o.	445	0	0	0	2	7	22	18	256	68	72
Miejska Energetyka Ciepła Piła Sp. z o.o.	131	0	0	1	1	1	5	5	85	11	22
Enea Operator Sp. z o.o.	4 408	0	0	5	46	48	305	13	2 046	502	1 443
Enea Oświetlenie Sp. z o.o.	127	0	0	0	4	3	16	0	38	27	39
Enea Elektrownia Połaniec SA	470	0	0	0	7	5	21	2	278	48	109
Enea Bioenergia Sp. z o.o.	168	0	0	1	1	1	8	0	130	9	18
Enea Pomiary Sp. z o.o.	158	0	0	0	1	6	11	25	96	11	8
Enea Serwis Sp. z o.o.	596	0	0	1	14	8	54	8	317	72	122
Enea Logistyka Sp. z o.o.	165	0	0	2	7	7	25	13	95	9	7
Enea Trading Sp. z o.o.	92	0	0	2	5	4	8	0	0	28	45
Annacond Enterprises Sp. z o.o. in liquidation	0	0	0	0	0	0	0	0	0	0	0
Enea Badanie i Rozwój Sp. z o.o.	0	0	0	0	0	0	0	0	0	0	0
Enea Innowacje Sp. z o.o.	5	0	0	0	2	1	1	0	1	0	0
Energo-Tour Sp. z o.o. in liquidation	0	0	0	0	0	0	0	0	0	0	0
TOTAL	11 109	0	1	34	127	194	625	170	4 891	2 269	2 798



Number of employees employed on employment contracts and people employed on civil law contracts

Number of employees employed on employment contracts and people employed on civil law contracts (as of 31/12/2018)		
The company name	Number of employees employed under a contract of employment	Number of people employed on civil law contracts
Enea SA	391	8
Enea Centrum Sp. z o.o.	1 686	202
Enea Wytwarzanie Sp. z o.o.	2 102	13
Przedsiębiorstwo Energetyki Ciepłej Sp. z o.o.	30	0
Enea Ciepło Serwis Sp. z o.o.	135	1
Enea Ciepło Sp. z o.o.	445	7
Miejska Energetyka Ciepła Piła Sp. z o.o.	131	2
Enea Operator Sp. z o.o.	4 408	12
Enea Oświetlenie Sp. z o.o.	127	7
Enea Elektrownia Połaniec SA	470	9
Enea Bioenergia Sp. z o.o.	168	4
Enea Pomiary Sp. z o.o.	158	8
Enea Serwis Sp. z o.o.	596	24
Enea Logistyka Sp. z o.o.	165	1
Enea Trading Sp. z o.o.	92	2
Annacond Enterprises Sp. z o.o. in liquidation	0	0
Enea Badanie i Rozwój Sp. z o.o.	0	3
Enea Innowacje Sp. z o.o.	5	4
Energo-Tour Sp. z o.o. in liquidation	0	0
TOTAL	11 109	307

**Number of employees employed on employment contracts and people employed on civil law contracts
(as of 31/12/2018)**



- Number of employees employed under a contract of employment
- Number of persons employed under civil law contracts

Employees covered by a collective agreement in 2018 [%]

Employees covered by a collective agreement in 2018 [%]	
The company name	Total
Enea SA ¹⁾	97,44
Enea Centrum Sp. z o.o.	100,00
Enea Wytwarzanie Sp. z o.o.	99,33
Przedsiębiorstwo Energetyki Ciepłej Sp. z o.o.	100,00
Enea Ciepło Serwis Sp. z o.o.	100,00
Enea Ciepło Sp. z o.o.	100,00
Miejska Energetyka Ciepła Piła Sp. z o.o. ²⁾	not applicable
Enea Operator Sp. z o.o.	100,00
Enea Oświetlenie Sp. z o.o.	100,00
Enea Elektrownia Połaniec SA	100,00
Enea Bioenergia Sp. z o.o. ²⁾	not applicable
Enea Pomiary Sp. z o.o.	100,00
Enea Serwis Sp. z o.o.	100,00
Enea Logistyka Sp. z o.o.	49,70
Enea Trading Sp. z o.o.	63,00
Annacond Enterprises Sp. z .o.o. in liquidation ²⁾	not applicable
Enea Badanie i Rozwój Sp. z o.o. ²⁾	not applicable
Enea Innowacje Sp. z o.o. ²⁾	not applicable

1) 2.56% of the employees of Enea SA resigned from taking up their collective agreement

2) A collective agreement does not exist in the Company

Managing the potential of Employees

The goal of the Enea Group is to create convenient working conditions and opportunities for its Employees to develop, because only then they become the best guarantee of enterprise development.

We focus on the following in this area:

- Employee satisfaction survey;
- Development of skills and competences;
- Diversity of motivation;
- Comfort and safety at work.

REGULATIONS AND PROCEDURES

We pay special attention to building relationships based on clear and transparent rules, which is why we use specific procedures and policies.

The principles of work in individual companies of the Enea Group are governed by generally applicable laws (including the Labour Code), as well as internal procedures and instructions. We care about transparent cooperation in the Enea Group, which is why in most of our companies there are, among others, documents specifying Employee recruitment procedures, bonus rules, work time documentation instructions, rules for recording and settlement of business trips, rules for the implementation of Employee breaks. The most important internal documents are:

Derivatives in the Enea Group in the HR field

- Code of Ethics of the Enea Group;
- Enea Group Management Committee procedure regarding personnel policy in the scope of casting Management Boards and Supervisory Boards of companies;
- Procedure for the implementation of human capital development activities in the Enea Group;
- Adaptation rules in the Enea Group.

Enea

- Collective Labour Agreement for Workers of the Energy Industry;
- Collective Labour Agreement for Workers of Enea SA and Subsidiaries;
- Work Regulations at Enea SA;
- The election regulations of the Social Labour Inspectors in the Enea Capital Group;
- Health and safety training programs for Enea SA;
- Policy of counteracting mobbing and discrimination, as well as other unacceptable behaviour at Enea SA;
- Regulations for Rewarding Enea SA Employees;
- Regulations for Rewarding Enea SA Employees based on the Management System by Objectives;
- Competence Model at Enea SA;
- Recruitment procedure at Enea SA;
- Rules for applying and granting decorations in the Enea Capital Group;
- Badge Regulations merited for the Enea Capital Group.

Enea Operator

- Collective Labour Agreement for Employees of the energy industry;
- Collective Labour Agreement for Employees of Enea SA and Subsidiaries listed in Annex No. 10 to the Agreement;
- Employee Work Regulations of Enea Operator Sp. z o.o.;
- Policy of counteracting mobbing and discrimination, as well as other unacceptable behaviour at Enea Operator Sp. z o.o.;
- Recruitment procedure;
- Regulations for the functioning of the System Management by Objectives in Enea Operator Sp. z o.o.;
- Regulations of business travel arrangements at Enea Operator Sp. z o.o.;
- The procedure for periodical safety trainings at Enea Operator Sp. z o.o.;
- The procedure of training for work in electrified zones in Enea Operator Sp. z o.o.

Enea Centrum

- Collective Labour Agreement for Employees of the Energy Industry;
- Collective Labour Agreement for Employees of Enea SA and Subsidiaries listed in Annex No. 10 of the Agreement;
- Work Regulations at Enea Centrum Sp. z o.o.;
- Policy of counteracting mobbing and discrimination as well as other unacceptable behaviour at Enea Centrum Sp. z o.o.;
- Regulations on Employee Rewarding of Enea Centrum Sp. z o. o. based on the Target Management System;
- Principles for the implementation of separations with Employees at Enea Centrum Sp. z o.o.

Enea Elektrownia Połaniec

- Work Regulations;
- Collective Labour Agreement for Employees of Enea Elektrownia Połaniec SA;
- Regulations for Remuneration of Managerial Staff;
- Health Protection Program;
- Procedure for Hazard Identification and Occupational Risk Assessment;
- Policy of counteracting mobbing and discrimination as well as other unacceptable behaviour in Enea Elektrownia Połaniec SA;
- Agreement with Trade Unions of December 30, 1999 regarding the principles of cooperation;
- Agreement on participation in costs related to trade union activities concluded with companies separated in the restructuring process;
- Agreement regarding participation in costs related to the running of the PKZP concluded with companies separated in the restructuring process;
- Regulations of the Company Social Benefits Fund;
- Instruction on conducting Employee Evaluation;
- Instructions in the field of human resources administration;
- Instruction on medical examinations;
- Instruction of working time records.

Enea Wytwarzanie

- Collective Labour Agreement for Employees of the Energy Industry;
- Collective Labour Agreement for Employees of Enea Wytwarzanie Sp. z o.o.;
- Social Contract for Employees of Enea Wytwarzanie Sp. z o.o.;
- Work regulations for Employees of Enea Wytwarzanie Sp. z o.o.;

- Regulations of the Company Social Benefits Fund;
- Policy of counteracting mobbing and discrimination as well as other unacceptable behaviour in Enea Wytwarzanie Sp. z o.o.;
- Personnel management procedure Enea Wytwarzanie Sp. z o.o.;
- Bonuses for Employees of Enea Wytwarzanie Sp. z o.o.;
- Annual bonus regulations for Employees of Enea Wytwarzanie Sp. z o.o.;
- Recruitment procedure.

DEVELOPMENT OF EMPLOYEE COMPETENCES

An inseparable element of building favourable working conditions is investment in the development of Employees. Therefore, we organize a number of trainings and initiatives that on the one hand improve the competences of Employees, and on the other, affect the competitiveness of the industry. Our goal is to develop Employees, but also to minimize the risk that the acquired knowledge will leave the organization with the uncontrolled departure of qualified personnel.

We strive to perceive ourselves as a modern and attractive employer who is able to create conditions for individual development and enables the acquisition of experience by commissioning ambitious tasks. We are aware that our Employees, together with their skills, competences and experience, constitute the strength of the Enea Group. It is thanks to their experience and commitment that we can build a value-based organization. We invest in people because our success depends on their personal and professional development. The Enea Group invests in their development not only through a wide package of training and courses, subsidizing higher education, but above all through the possibility of implementing interesting professional challenges. By specifying in the "Procedure for the implementation of development actions of human capital in the Enea Group" clear and transparent rules for the development of Employees, we provide and give our Employees a chance for development and promotion, regardless of their position.

DEVELOPMENT INITIATIVES

- In the individual companies of our Group in 2018, various trainings in the form of traditional and e-learning took place. In order to provide training to managers, we want each of them to be aware of their role in the organization, their impact on shaping the organizational culture and the obligation of developing the competences necessary to achieve the business objectives of the Employees subordinate to him. Hence the rich offer for them in terms of individual companies.
- In addition to training for the management and managerial staff, our Employees raise their qualifications and participate in courses, conferences, and studies that directly affect their level of professionalism at the workplace. In 2018, Employees could broaden their knowledge and skills in the area of technical, financial, legal and personal development issues. The training offer is very wide-ranging. We also offer trainings that facilitate the acquisition of numerous qualifications that are required at the workplace. With our flexible response to the market events or legal changes, we offer Employees who, while performing their duties, can have access to personal data, trainings on personal data protection in accordance with "GDPR".

Comfort and safety at work

We try to eliminate situations that are dangerous to the health and life of our Employees, in which there could be an accident at work. However, such situations do happen. Then we follow the exit procedure implemented in the given company.

Healthy and safe working conditions are our priority when setting the everyday goals of our Group. Striving for excellence in this area is possible thanks to an increasingly modern technological solutions, organizational and process innovativeness, as well as the involvement of the management and the main management of the consciousness of the importance of the issue.

ACTIONS INCREASING SAFETY

- We monitor changes and technical solutions that appear on the market that affect the level of security. Every year, designated Health and Safety Employees participate in the Labour Protection Fair, where they review the latest technological solutions in the field of health and safety. During the visit, the Health and Safety representative participates in seminars and lectures organized by institutions associated with the health and safety, as well as the fire protection industry, updating knowledge on the basis of which it introduces improved solutions in companies.
- In possible areas, we introduce automation and robotization, which on the one hand fits into the industrial revolution 4.0, which is the result of a combination of technology, digitization and the establishment of a modern organization, while on the other hand has a real impact on the safety of our Employees. An example is the systematic introduction of changes and improvements to processes at Enea Wytwarzanie and the constant pursuit of the maximum automation of work processes through the installation of control and supervision systems of AKPiA (Control and Measurement Instruments and Automation) on individual manufacturing facilities. Such solutions cause the exclusion of workers from hazardous working zones and the improvement of work ergonomics.
- We care about ergonomic working conditions, introducing facilities in this area (e.g. through changes at workplaces in the form of retrofitting them with footrests, wrist rests and replacement of office armchairs with ones that have adjustable armrests). In 2018, the first aid training program was implemented for Employees of Enea Centrum and Enea. The program also included first aid elements for infants and children. The "Skoda Auto Lab" safety program was also continued, especially for Employees in the sales area. At the same time, the Group companies enriched initial training and general instructions with practical demonstrations using phantoms and training defibrillators.
- Thanks to the cost-effective insurance offer, the Enea Group Employees can ensure the safety of themselves and their relatives in the event of unforeseen fortuitous events.

PREVENTING ACCIDENTS

In the case of an adverse event, we carry out the tasks provided in the accident procedures of our companies. In the event of an accident, immediately after receiving information about the incident, an accident team is appointed to explain the circumstances and causes of the incident. After conducting the accident event investigation, the team prepares a report and identifies corrective actions. Documentation regarding accidents is stored in the relevant registers of individual companies.

ACCIDENTS AT WORK - EXAMPLES

The number of accidents among employees and subcontractors in 2018, as well as the frequency and severity of accidents rates

The number of employee and subcontractor accidents in 2018 as well as frequency and severity of accident rates						
The company name	Employees		Subcontractors		Employee accident rate ¹⁾	Severity of accident rate of employees
	Number of fatal accidents	The total number of reported accidents	Number of fatal accidents	The total number of reported accidents		
Enea SA	0	1	0	0	2,49	0,02
Enea Centrum Sp. z o.o.	0	9	0	0	3,95	0,06
Enea Wytwarzanie Sp. z o.o. ³⁾	0	7	0	5	3,33	39,14
Przedsiębiorstwo Energetyki Ciepłej Sp. z o.o.	0	0	0	0	0,00	0,00
Enea Ciepło Serwis Sp z o.o.	0	4	0	0	17,59	1,16
Enea Ciepło Sp. z o.o.	0	2	0	1	2,40	1,55
Miejska Energetyka Ciepła Piła Sp. z o.o.	0	2	1	1	0,01	0,86
Enea Operator Sp. z o.o.	0	31	0	1	7,09	43,61
Enea Oświetlenie Sp. z o.o.	0	2	0	0	10,75	0,30
Enea Elektrownia Połaniec SA	0	1	0	6	1,41	0,06
Enea Bioenergia Sp. z o.o.	0	0	0	0	0,00	0,00
Enea Pomiary Sp. z o.o.	0	2	1	1	6,37	0,49
Enea Serwis Sp. z o.o. ⁴⁾	0	15	no data	no data	12,82	0,47
Enea Logistyka Sp. z o.o.	0	1	0	0	6,07	0,00
Enea Trading Sp. z o.o.	0	1	0	0	5,80	0,03
Annacond Enterprises Sp. z o.o. in liquidation	0	0	0	0	0,00	0,00
Enea Badanie i Rozwój Sp. z o.o.	0	0	0	0	0,00	0,00
Enea Innowacje Sp. z o.o.	0	0	0	0	0,00	0,00
Energo-Tour Sp. z o.o. in liquidation	0	0	0	0	0,00	0,00
TOTAL	0	78	2	14		

1) Frequency rate of employee accidents = number of accidents at work x 1,000,000 / total number of hours of risk worked (Number of hours of risk: number of hours, overtime hours worked / employees employed under a fixed-term and indefinite work contract)

2) Employee severity rate = number of days of sick leave due to accidents x 1,000 / total number of hours worked

3) Enea Wytwarzanie Sp. z o.o. - the frequency of accident rate for employees was calculated according to the formula: number of accidents at work x 1000 / average employment in the Company; the indicator of severity of employee accidents was calculated according to the following formula: the number of days of dismissal caused by accidents at work / number of total accidents - fatal accidents

4) Enea Serwis Sp. z. o. o. does not collect data on incident occurrences of subcontractors

PREVENTIVE ACTIONS

We do not accept compromises on issues of health and safety. We take preventive measures to reduce the risk of accidents and injuries at work.

- Company conducts ongoing inspections aimed at identifying irregularities and implementing solutions to eliminate them. For example, in Enea Oświetlenie, after two accidents at work in the electromotive stations, Employees were checked at the same workplaces on a subject of greater caution when performing work with sharp elements and earthworks, as well as choosing the most ergonomic and

safest method of work and correct assessment of the condition of the material factors on which the work is performed.

- In 2018, an accident at work took place at Enea Operator, which resulted in an Employee getting burnt during the assembly of the measuring system in the MV / LV station. As a result, the company undertook actions aimed at limiting the occurrence of such an event in the future. It was elaborated, and by the management board decision, a station instruction was implemented "Work organization instruction for the construction and replacement of balancing metres and communication modules in the Sn / nn transformer stations for the AMI project".
- An example of an irregularity identified in Enea Cieplo was the lack of proper protection of hot surfaces during welding work. In order to eliminate the risk level in this area, the Employees were trained in terms of methods and approaches of protecting and covering hot surfaces while carrying out welding work.
- Another example is the identification of irregularities during the inspection of a forklift in Enea Pomiary. It was found that the trolley was not equipped with rear-view mirrors. Activities were performed related to the updating of OSH instructions for the operation of a forklift by the provision that in the case of a forklift service, the presence of another person is necessary for the purpose of machine operator protection to ensure operational safety. In addition, the principles of safe machine operation have been discussed with people who have the authorization to operate a forklift.

IMPLEMENTED INITIATIVES

Enea Cieplo in 2018 conducted an analysis of the health of Employees regarding their exposure to harmful noise and for Employees performing welding work, while also to exceed hygiene standards for concentration manganese or optical radiation. Based on the results of these trainings, an optical action program and a program of organizational and technical measures aimed at limiting exposure to noise in the form of selection of hearing protectors were introduced.

In Enea Operator health and safety issues play a key role, hence, in order to eliminate potential threats in this area, the OHS campaign "Our choice - safe work" is carried out. As part of the campaign, educational meetings are held in the field of safe work, during the course of which last year the topic of using chainsaws, while also the methods and principles of evacuation of the aggrieved parties were discussed.

The main initiatives in the area of OHS Enea Oświetlenie and Enea Serwis include regular inspections of safety equipment and safety equipment for work at heights. In addition, in 2018, Enea Oświetlenie changed the belaying equipment for work at heights and protection equipment against electric shocks.

In Enea Elektrownia Połaniec, the campaign "We work safely or not at all" was carried out to improve the safety of the work of contractors. Within its framework, the company has implemented formal requirements for contractors who carry out work on its behalf. Contractors provide an "Health and Safety questionnaire" together with the response to the request. Based on the data contained in the questionnaire, an assessment of the health and safety at work is carried out in the company, which influences its selection for the implementation of works and services. As part of the campaign "We work safely or not at all", Employees of external companies are required, among others, to undergraduate training carried out by the health and safety service, in which 2,344 people were trained in 2018. In order to monitor the work of contractors and increase the efficiency of information exchange, in addition to the control of their work, notice boards are

placed on the site of the Power Plant, reminiscent of basic OSH requirements at the plant site and newsletters containing materials to raise the Employee awareness of health and safety. Non-compliant companies are subject to contractual penalties.

Support and benefits

As part of improving the quality of life and promoting the integration of Employees, the Enea Group provides a comprehensive package of benefits that create a valuable offer supporting the acquisition and attachment of Employees to the Group. The key areas we try to influence through the benefits offered include the following: health and physical activity, financial stability and Employee development.

In addition to traditional forms of motivation, we offer our Employees interesting projects that allow them to implement their own initiatives.

During the year, we have carried out several initiatives in which our Employees engage with passion. These include numerous pro-social and volunteer campaigns organized by the Enea Foundation, including:

- "Run - Raise - Help" charity and sport charity campaign;
- The "Power of help" grant program;
- Blood donation program in the Enea Group "Energy is in our blood";
- Competence volunteering: educational lessons "Not such terrible electricity" and first aid rescue program, including training in the field of first aid provided in schools, playschools, at festivals and during events organized by Enea;
- Volunteering for the campaign "Free your energy and give yourself to others", which implements initiatives for public benefit entities, e.g. in 2018 Enea Group volunteers got involved in the following pro-social actions of the Enea Foundation: initiatives for animals in need ("Karma returns" (Pet food in Polish) - collection of food for animals from shelters, construction of shelters for homeless feline families), charity events (organization "Santa Claus Day" for children from the community club "Tulipanki" from Poznań, "Card for Valentine's Day" for the charges of the Hospice Palium in Poznań, "Butterfly Day" namely, a painting by Employees of butterflies, which serve as "building blocks", thanks to which the Palium Hospice in Poznań implements projects for their wards), social innovation "My own corner", covering the elderly and renovating their rooms in Poznań Social Welfare Homes;
- Charity collection for colleagues:
 - "Pack of Great Power" - collection around Easter, mainly sweets, stationery, toys for children from care and education centres, orphanages, day care rooms, single mother homes;
 - "Schoolbag full of smiles" - collection of school articles for community day rooms;
 - "Unscrew – Bring - Help" - year-round collection of nuts. During the two years of action, 450 kg were collected that have been donated to the Common Way Association in Luboń;
 - "Bring a hat, a scarf, gloves for the needy" - action for the homeless, coming to the city heating facilities in Poznań - as part of the campaign 156 hats, 142 scarves and 58 pairs of gloves were collected for the needy.

For more information about the projects, see "THE SOCIAL INFLUENCE"

OFFERED BENEFITS

We provide Employees with various forms of motivation. The most frequently offered additional benefits in our Group include:

- The right to the annual bonus;
- Training allowance;

- Reward and day off on Energy day;
- Jubilee award;
- Surcharge for electricity used in the household after one year of work;
- Co-financing for holidays in the countryside, recreation for children and youth;
- Medical care, thanks to which Employees have the opportunity to take advantage of a wide range of medical services;
- Opportunity to purchase various combinations of life insurance packages for Employees and family members;
- Group insurance;
- The right to co-finance a MultiSport Card or a supplement for sporting activities;
- Surcharge for cultural activity (co-financing for tickets to the cinema, theatre, museum);
- More favourable retirement benefits resulting from the Labour Code;
- Right to the Employee Pension Program after one year of work;
- The right to a loan and the right to an allowance for Employees who are in a difficult financial and health situation;
- Co-financing for corrective glasses;
- Financing or co-financing of preventive and therapeutic holidays and stays in a health resort;
- Financing Employee participation in training and co-financing for studies.

Employees of our Group can also use non-financial forms of motivation, which should be distinguished as follows:

- Idea - a program enabling the implementation of self-initiatives, improvements in self-work and that of colleagues;
- Employee integration by means of participation in Employee volunteering;
- Ability of Employees to become involved for local communities, e.g. as part of the "Power of Help" campaign;
- Contests for Employees and their children;
- Flexible working hours.

An important element of our culture is also that of integration meetings and events that we can celebrate together. During the year, our companies organize events that Employees can avail of to strengthen cooperation and exchange experiences. Meetings are also an opportunity to develop your passions and a way to get to know each other outside of the workplace.

The most frequently celebrated events in our Group are as follows: Power Engineer's Day , meetings with Employees leaving for retirement, Enea Group Christmas Eve, Christmas Eve meetings in individual companies.

In addition, on the occasion of special anniversaries or events, the companies organize other meetings during the year, e.g. in 2018 Enea Centrum organized the Gala of the company's 5th anniversary, which all Employees were invited to.

FAMILY FRIENDLY EMPLOYER

The Enea Group undertakes numerous activities for the benefit of Employees and their families, implementing modern solutions aimed at maintaining a balance between professional activity and family life. These are as follows:

- Rights related to working time (flexible working hours);
- Medical packages for the whole family on attractive terms;
- MultiSport cards for the whole family on attractive terms;
- Co-financing for recreation (as well as summer camps, camps, winter camps for children of Employees);
- Support in difficult life situations and fortuitous events through the activities of the Enea Foundation;
- Possibility of participation of an Employees' families in sporting and cultural activities;
- Contests for Employees and their children;
- Co-financing for nurseries and playschools (depending on the amount of income);
- Loans for house construction, purchase of apartments;
- Loans for repairs and modernizations.

EMPLOYEE SATISFACTION

The opinion of our Employees is important to us, therefore in 2018 the first Employee Satisfaction Survey on such a large scale (9 Enea Group companies) was carried out. It provides us with current and structured knowledge, thanks to which we are able to improve our working environment. In addition, it provides information on how Employees perceive their immediate environment, how they evaluate communication and development opportunities. The survey was received with great interest by Employees, which confirmed that we want to shape the space for development, build a comfortable and inspiring workplace and a competitive company. The results of the research allowed us to better plan the key HR processes. During the study, we focused on eleven areas. The results of the study obtained facilitated the determination of specific activities for the following year, supporting the increase of Employee satisfaction and involvement.

Tested areas of satisfaction:

- **My workplace** - indicating the level of Employee satisfaction with the availability and quality of tools, applicable health and safety rules, systems and IT solutions and the surrounding working environment, such as social rooms;
- **A friendly workplace** - taking account of social factors that speak about respect, equal treatment, objective evaluation and a sense of job stabilization;
- **My team** - an area that takes account of the closest social environment of the team members in which the research participant works;
- **Communication** - taking account of the aspect of individual communication, e.g. the ability to express your own and general company opinions related to, for example, communicating changes;
- **Cooperation with the superior** - a wide spectrum of the capabilities of assessing managerial skills of the supervisor, as one of the key Employee satisfaction factors and in many situations the liaison between them and the organization;
- **Feedback** - taking account of the factors of organizational culture, enabling Employees to improve and develop on the basis of information on the quality of work received from the manager;
- **Possibility of development and training availability** - indicating the level of satisfaction related to the implementation of professional ambitions in the context of promotions, as well as acquiring new qualifications and competences;

- **Work organization and cooperation between organizational units** - regarding aspects of both work organization, as well as the impact on cooperation between various parts of the organizational structure;
- **Assessment of remuneration and Employee benefits** - particularly important and sensitive aspect of management based on financial and related motivation (benefit programs, general Employee benefits, bonus systems and pay raise mechanisms);
- **Perception of the company's image and organizational culture** - giving the Employees the opportunity to evaluate their previous expenditures, which the company incurred in terms of shaping its image and building the organizational culture;
- **Me in the company** - an area that speaks of a subjective sense of Employee involvement in both the tasks carried out in the position and in the broader issues of the company.

Managing the generation gap

We are a responsible business partner, we anticipate changes in the reality around us in advance and undertake activities that will allow us to transform according to the current demographic trends and social behaviour. To ensure well-educated Employees, the Enea Group cooperates with the academic and science community. We are focused on activities that will help us develop the appropriate staff when we need them. We develop cooperation with schools, while also conducting trainings and internships.

In order to ensure the adequate staff and counteracting the generation gap, we have been implementing the following initiatives for years:

- Cooperation between the companies belonging to the Group and local vocational and technical schools, including schools preparing for work in power industry (endorsed schools programme);
- Dual vocational education system as part of the cooperation with universities;
- promotion of Enea Group as a potentially trustworthy employer at universities and job fairs;
- Organization of the "Install yourself at Enea" Work Placement and Traineeship Programme;
- Supporting students in the learning process by organizing meetings and educational trips.

LIST OF PATRONAGE SCHOOLS

- School Complex No. 12 in Bydgoszcz Technical Electricity and Energy School;
- Electricity School Complex in Gorzów Wielkopolski;
- Technical School Complex – Centre of Professional and Statutory Education in Leszno;
- Centre of Professional and Statutory Education - "Electrician" in Nowa Sól;
- School Complex named after Hipolit Cegielski in Chodzież;
- Energy Technical School in Poznań;
- Secondary School and Vocational School Complex named after the European Union in Sulęcín;
- Electrical and Electronic School Complex in Szczecin;
- Centre of Professional and Statutory Education in Złotów;
- Electronic Technical School in Połaniec;
- Sectoral School 1st Degree in School Complex named after the Partisan Regiment of the National Army of "Jędrusie" in Połaniec;
- School Complex no. 4 named after the National Army in Szczecin.

As part of the signed patron agreements with industrial schools, we also take care to co-finance didactic laboratories, provide assistance in organizing trips, competitions, scholarships for the most talented pupils and assistance in acquiring professional specialist qualifications. Students of these schools have compulsory student internships in Group companies. In addition, by implementing the "Dual Education" project, we enable young people to gain professional experience, professional knowledge and practical skills during the studies, under the supervision of specialists from the Enea Group. At the same time, actions are taken in the area of earlier employment for a new Employee, in place of an Employee declaring the termination of the employment contract in connection with retirement, in order to implement it to perform the work and obtain the necessary specialized qualifications. We are also eager to engage in activities aimed at shaping the image of a potential employer among students during trade fairs, including:

- Absolvent Talent Days in Poznań;
- Career Days in Poznań;
- Job Fair in Szczecin;
- Offerty Job Fairs in Bydgoszcz.

CHECK OUR STAFF TURNOVER INDICATORS

Number of newly hired employees in 2018, broken down by gender and age categories

Number of newly hired employees in 2018, broken down by gender and age categories						
The company name	Total	Women	Men	Age category under 30 years	Age category from 30 to 50 years	Age category over 50 years
Enea SA	56	34	22	15	39	2
Enea Centrum Sp. z o.o.	302	196	106	131	131	40
Enea Wytwarzanie Sp. z o.o.	138	18	120	69	68	1
Przedsiębiorstwo Energetyki Ciepłej Sp. z o.o.	1	0	1	1	0	0
Enea Ciepło Serwis Sp. z o.o.	14	1	13	4	10	0
Enea Ciepło Sp. z o.o.	212	51	161	21	85	106
Miejska Energetyka Ciepła Piła Sp. z o.o.	11	3	8	8	1	2
Enea Operator Sp. z o.o.	349	62	287	184	151	14
Enea Oświetlenie Sp. z o.o.	14	2	12	7	7	0
Enea Elektrownia Połaniec SA	50	10	40	17	24	9
Enea Bioenergia Sp. z o.o.	48	9	39	20	24	4
Enea Pomiary Sp. z o.o.	12	7	5	2	3	7
Enea Serwis Sp. z o.o.	53	15	38	22	25	6
Enea Logistyka Sp. z o.o.	9	1	8	2	6	1
Enea Trading Sp. z o.o.	18	6	12	9	9	0
Annacond Enterprises Sp. z o.o. in liquidation	0	0	0	0	0	0
Enea Badanie i Rozwój Sp. z o.o.	0	0	0	0	0	0
Enea Innowacje Sp. z o.o.	5	1	4	0	3	2

Energo-Tour Sp. z o.o. in liquidation	0	0	0	0	0	0
TOTAL	1 292	416	876	512	586	194

Number of Employees leaving in 2018, broken down by gender, age categories and leave rate

Number of employees leaving in 2018, broken down by gender, age categories and departure rate							
The company name	Total	Women	Men	Age category under 30 years	Age category from 30 to 50 years	Age category over 50 years	Employee departure rate
Enea SA	20	8	12	5	9	6	5,12
Enea Centrum Sp. z o.o.	136	90	46	35	68	33	8,07
Enea Wytwarzanie Sp. z o.o.	307	64	243	28	110	169	14,61
Przedsiębiorstwo Energetyki Ciepłej Sp. z o.o.	3	0	3	0	0	3	10,00
Enea Ciepło Serwis Sp. z o.o.	14	1	13	2	3	9	10,37
Enea Ciepło Sp. z o.o.	18	3	15	1	5	12	4,04
Miejska Energetyka Ciepła Piła Sp. z o.o.	9	3	6	2	0	7	6,87
Enea Operator Sp. z o.o.	157	19	138	21	22	114	3,56
Enea Oświetlenie Sp. z o.o.	15	2	13	6	6	3	11,81
Enea Elektrownia Połaniec SA	64	39	25	1	16	47	13,62
Enea Bioenergia Sp. z o.o.	25	4	21	8	14	3	14,88
Enea Pomiary Sp. z o.o.	7	1	6	0	1	6	4,43
Enea Serwis Sp. z o.o.	33	3	30	11	12	10	5,54
Enea Logistyka Sp. z o.o.	16	5	11	0	8	8	9,70
Enea Trading Sp. z o.o.	33	16	17	9	19	5	35,87
Annacond Enterprises Sp. z o.o. in liquidation	0	0	0	0	0	0	0,00
Enea Badanie i Rozwój Sp. z o.o.	0	0	0	0	0	0	0,00
Enea Innowacje Sp. z o.o.	4	0	4	0	3	1	80,00
Energo-Tour Sp. z o.o. in liquidation	0	0	0	0	0	0	0,00
TOTAL	861	258	603	129	296	436	7,75